



# St. Lawrence High School

*A Jesuit Christian Minority Institution*



**Answer Key 28**

**Class: XII**

**Sub: Costing & Taxation**

**Chapter: Unit II: Cost of Labour**

**Topic: Time Booking Method 1**

**F.M.: 15**

**Date: 30/06/2020**

**Choose the correct alternatives:**

**1 x 15 =15**

1. Time booking is entrusted to  
(a) manager; **(b) foreman**; (c) officer; (d) none of them.
2. Time booking method is done by  
(a) manually; (b) mechanically; **(c) both manually and mechanically**; (d) none of these.
3. Methods of time recording can be sub-divided into  
**(a) six categories**; (b) five categories; (c) four categories; (d) none of these.
4. Under daily time sheet method, time spent by workers on different jobs are recorded on  
**(a) daily basis**; (b) weekly basis; (c) monthly basis; (d) none of these.
5. Under daily sheet method, time spent by each worker is recorded  
(a) in machine; **(b) on a sheet of paper**; (c) on a metallic sheet; (d) none of these.
6. Under daily sheet method, time spent by each worker is recorded by  
(a) foreman; (b) supervisor; **(c) worker**; (d) none of them.
7. Daily time sheet is  
(a) very simple to operate; (b) enables the foreman to know the actual hours work; (c) useful when a worker works different job; **(d) all of these**.
8. Daily time sheet  
(a) involves more clerical work; (b) less authenticity as worker prepares it; (c) not suitable for large concerns; **(d) all of these**.
9. Weekly time sheet method  
**(a) resembles to daily time sheet**; (b) does not resemble to daily time sheet, (c) occasionally resembles to daily time sheet; (d) none of these.
10. In weekly time sheet method, workers are required to write job details  
**(a) in every day**; (b) in every week; (c) in every month; (d) none of these.
11. The weekly time sheet or card is signed and countersigned on  
(a) daily basis; **(b) weekly basis**; (c) monthly basis; (d) none of these.
12. The weekly time sheet is signed by  
(a) foreman; **(b) worker**; (c) manager; (d) none of them.
13. The weekly time sheet is countersigned by  
**(a) foreman**; (b) worker; (c) manager; (d) none of them.
14. The weekly time sheet is  
(a) destroyed; **(b) preserved**; (c) given to worker; (d) none of these.
15. Weekly time sheet is useful where  
(a) job period is small; **(b) job period is long**; (c) job period is very small; (d) none of these.

Compiled by  
Partha Datta, Asst. Teacher.