



St. Lawrence High School

A Jesuit Christian Minority Institution



Worksheet 24

Class: XII

Sub: Costing & Taxation

Chapter: Unit II: Cost of Labour

Topic: Timekeeping Method 3

F.M.: 15

Date: 25/06/2020

Choose the correct alternatives:

1 x 15 =15

1. Under Card Time Record method,
(a) tape-recorder is used; (b) voice recorder is used; (c) sound recorder is used; (d) none of these.
2. Employees are provided _____ under card time record method.
(a) audio tape; (b) video tape; (c) time card; (d) none of these.
3. At the time of arrival, employees take card from
(a) in-rack; (b) out-rack; (c) rack; (d) none of these.
4. Card time record method is
(a) manual method; (b) mechanical method; (c) semi-mechanical method; (d) none of these.
5. At the time of departure, employees take card from
(a) in-rack; (b) out-rack; (c) rack; (d) none of these.
6. In out-rack, cards are arranged
(a) haphazardly; (b) orderly; (c) serially; (d) none of these.
7. Number of racks are generally used in Card Time Record Method is
(a) 1; (b) 2; (c) 3; (d) 4.
8. The machine records arrival and departure
(a) manually; (b) automatically; (c) bi-manually; (d) none of these.
9. In case of absentees, the card time record machine marks in
(a) black; (b) blue; (c) red; (d) none of these.
10. In case of late arrival, the card time record machine marks in
(a) black; (b) blue; (c) red; (d) none of these.
11. In case of overtime, the card time record machine marks in
(a) black; (b) blue; (c) red; (d) none of these.
12. Card time record method _____ the workload.
(a) increases; (b) decreases; (c) remains same; (d) none of these.
13. Grace time is allowed for
(a) departure time; (b) arrival time; (c) overtime; (d) none of these.
14. Card time record machine has
(a) low initial cost; (b) high initial cost; (c) no initial cost; (d) none of these.
15. Card time record machine is/has
(a) useful in any concern; (b) detailed information; (c) reduction in wastage of time; (d) all of these.

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