



St. Lawrence High School

A Jesuit Christian Minority Institution



Worksheet 23

Class: XII

Sub: Costing & Taxation

Chapter: Unit II: Cost of Labour

Topic: Timekeeping Method 2

F.M.: 15

Date: 24/06/2020

Choose the correct alternatives:

1 x 15 =15

1. Dial time recorder is the
(a) mechanical method; (b) manual method; (c) human method; (d) none of these.
2. Number of holes in the dial are
(a) around 100; (b) around 200; (c) around 150; (d) none of these.
3. Employees attendance is taken on the basis of their
(a) roll no.; (b) identification no.; (c) face no.; (d) none of these.
4. Arrival and departure time of the employees are recorded in _____ under dial time record method.
(a) paper; (b) metallic plate; (c) machine memory; (d) none of these.
5. Dial time record method is
(a) fast; (b) slow; (c) medium; (d) none of these.
6. Payroll is required to compute
(a) salary; (b) wage; (c) remuneration; (d) all of these.
7. Dial time record method
(a) reduces clerical cost; (b) increases clerical cost; (c) keeps same clerical cost; (d) none of these.
8. At the time of departure, dial time record method is
(a) used; (b) not used; (c) rarely used; (d) none of these.
9. Dial time record method
(a) maximises errors; (b) minimises errors; (c) not makes any effort to control errors; (d) none of these.
10. The capacity of dial time record method is
(a) flexible; (b) limited; (c) unlimited; (d) none of these.
11. If key time record method is followed then there is
(a) scope of no dispute; (b) scope of dispute; (c) always dispute; (d) none of these.
12. Key time record method can make
(a) clerical error; (b) mechanical error; (c) no error; (d) none of these.
13. Under key time record method
(a) dials are there; (b) key holes are there; (c) no holes are there; (d) none of these.
14. Under key hole system
(a) insert keys; (b) turn keys; (c) insert and turn keys; (d) none of these.
15. Key time record method helps in
(a) quick time-keeping; (b) minimising errors; (c) helps in preparing payroll; (d) all of these.

Compiled by
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