

**POST GRADUATE DIPLOMA IN LEGAL
PROCESS OUTSOURCING (PGDLPO)**

Term-End Examination

December, 2013

00046

PGDLPO-002 : PAPER-II

*Note : This paper is to be attempted by students enrolled for
January 2009 batch only.*

Time : 3 hours

Maximum Marks : 100

- Instructions :**
- (i) *This paper covers the courses MLEI-05 to MLEI-08.*
 - (ii) *Part-A consists of objective type questions. Each question is of 2 marks.*
 - (iii) *Part-B consists of descriptive type questions. Each question carries 15 marks.*

PART - A

All questions are compulsory.

2x20=40

1. When the interviewer asks you the question ' ,
"tell me about yourself " , what does she really
want to know ?
- (a) A 10 minute detailed story of your life, from birth to present.
 - (b) A concise narrative of your personal and professional background and goals and how they relate to the job at hand.
 - (c) A short narrative of your personal life, leaving nothing to the imagination.
 - (d) A long winded account of your last vacation.

2. Which of the following can be termed as a co - curricular activity ?
- (a) Participating in moot courts in college.
 - (b) being a member of the debating society
 - (c) Representing the drama society
 - (d) Representing college at the inter college music fest.
3. Partnerships and Corporations can be further sub divided into :
- (a) General partnership
 - (b) Limited partnership
 - (c) limited liability partnership
 - (d) All of the above
4. While drafting your resume which of the following steps will you take to ensure quality .
- (a) Run a spell check on your computer
 - (b) A grammar review done by a person having good language skills.
 - (c) Get the proof reading done by another friend.
 - (d) All of the above
5. *The legislature has a bill before it , outlawing capital punishment and certain legislators are doing everything in their power to see that it does not get passed. To these lawmakers I say go death row and it will become obvious that even convicted murderers are people worthy of our mercy.*
- Which one of the following best describes the author's method of argument ?
- (a) He argues from a general principle to a particular conclusion.
 - (b) He makes an appeal to his opponents emotions.

- (c) He overlooks a distinction that is essential to particular conclusion.
 - (d) He uses irony to mock his opponents position.
6. Choose the option that is correct in the context of ' Interview'.
- (a) It is formal or semi formal interaction between two or more people.
 - (b) In the context of a job , interview is a selection process.
 - (c) both (a) and (b)
 - (d) None of the above.
7. Which of the following statements is true about passive voice ?
- (a) We use the passive when we don't need to say who did the action.
 - (b) Sentences in the passive form make reading boring.
 - (c) both (a) and (b)
 - (d) None of the above
8. Choose the error free sentence from the following :
- (a) It was me who prepared the document.
 - (b) It was they who informed the police
 - (c) Either him or me will do the preliminary investigation.
 - (d) both (a) and (b)

9. Complete the sentence about summarization.

Since notes are nothing but _____ they should be much _____ than the original.

- (a) points, longer
- (b) memos , accurate
- (c) summaries , shorter
- (d) reminders , brief

10. Match the terminology in column A with it's meaning in column B.

	Vocabulary A		Meaning B
(a)	Dependent	(i)	main or most important
(b)	Dependant	(ii)	a truth or general law used as basis for something
(c)	Principal	(iii)	a person who relies on another for financial support
(d)	Principle	(iv)	a barrister conducting a case
		(v)	determined or influenced by

- (a) 1.D, 2.C, 3.B, 4.A
- (b) 1.B, 2.D, 3.A , 4.E
- (c) 1.E, 2.C, 3.A, 4.B
- (d) 1.B, 2.C, 3.D, 4.A

11. Choose the correct option.

The Document Management System has the following benefit(s).

- (a) Preservation and accurate filing.
- (b) Document integrity and Simultaneous access documents
- (c) both (a) and (b)
- (d) only (a)

12. The Metadata of a document refers to.
- (a) Whether the documents is a .doc or .pdf
 - (b) When and by whom the document was created.
 - (c) when and by whom the document was modified
 - (d) All of the above.
13. Essential components of workflow are :
- (a) Document Search and retrieval
 - (b) Document collection
 - (c) option (a) only
 - (d) option (a) & (b) both

Fill in the blanks.

14. _____ is a versatile and active tool of communication. It changes and adapts itself to the users need.
15. _____ perfects the structure of writing (piece of work) and _____ eliminates the technical errors in writing.
16. The three requirements that a patentable invention must meet all _____, _____ and _____.
17. _____ is the set of instructions given by a judge to the jury.

Explain the following in brief.

18. Sole proprietorship
19. E - discovery
20. Work environment in LPO

PART - B

Attempt **any four** questions. Each question carries
15 marks.

15x4=60

1. Discuss in brief the different types of partnerships.
 2. You are a team leader in an LPO. You are required to organise an important visit by an overseas client in two days. You are already busy with some other work in LPO. How will you organise it and what briefing you will give to the members of the team so that they are eager to put their best foot forward?
 3. What skills are required for effective proof reading ? Discuss.
 4. Discuss the legal concept of equity in property.
 5. What is intellectual property law ? Discuss the rights granted under Intellectual property law .
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