

**POST GRADUATE DIPLOMA IN LEGAL
PROCESS OUTSOURCING (PGDLPO)****Term-End Examination****December, 2012****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*

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- Instructions :**
- (i) This paper covers the courses **MLEI-05** to **MLEI-08**.
 - (ii) **Part-A** consist of objective questions. Each question is of 2 marks. All questions are **compulsory**.
 - (iii) **Part-B** consists of descriptive questions. Each question carries 15 marks.
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PART-A**All compulsory questions.****2x20=40**

1. E- Discovery refers to :
- (a) Electronically stored information
 - (b) Emails and websites only
 - (c) Emails and online bank statements only
 - (d) Chat messages only

2. An impleader action involves :
 - (a) The Defendant joining a 3rd party as a defendant
 - (b) The Defendant making a counter claim against the plaintiff.
 - (c) The Defendant making a claim against a co-defendant
 - (d) The Defendant making a cross claim against the plaintiff.

3. One of the main differences between interrogatories and depositions is :
 - (a) The former is made by a party while the latter is made by a witness.
 - (b) The former is made under oath while the latter is not made under oath.
 - (c) The former is a written statement while the latter is made verbally.
 - (d) The former is of two types and the latter is of three types.

4. Post-verdict motions include all of the following EXCEPT :
 - (a) Motion for a new trial
 - (b) Motion for summary judgement
 - (c) Judgement notwithstanding the verdict
 - (d) Motion to set aside judgement.

5. Something will qualify as intellectual property if it is :
 - (a) Novel
 - (b) Original
 - (c) Both (a) & (b)
 - (d) None of them

6. What is the standard of lawyering expected from you as an LPO professional?
- (a) International Standards of Lawyering
 - (b) Standards of conduct as set out by the Bar Council of India
 - (c) U.S. standards of lawyering
 - (d) Paralegal standards
7. Which of the following is NOT one of the suggested strategies for preparing for your job interview ?
- (a) Conduct research on the company / industry
 - (b) Prepare answers to possible interview questions
 - (c) Gather key resources (extra resumes, reference list) to take with you
 - (d) Plan to ask about salary and benefits at the beginning of the interview.
8. As soon as you get back from the interview, you should:
- (a) Put your feet up and relax, knowing you did a great interview.
 - (b) Spend hours kicking yourself for some poor answers you gave.
 - (c) Immediately fire off thank you letters to each person who interviewed with you.
 - (d) Quit your current job in anticipation of a new job offer.

9. Cars are safer than planes. Fifty percent of plane accidents result in death, while only one percent of car accidents result in death. Which of the following, if true, would most seriously weaken the argument above ?
- (a) Planes are inspected more often than cars.
 - (b) The number of car accidents is several hundred thousand times higher than the number of plane accidents.
 - (c) Pilots never fly under the influence of alcohol, while car drivers often do.
 - (d) Planes carry more passengers than cars do.
10. When rewriting active sentences in its passive form, the following points have to be noted :
- (a) The object of the active sentence becomes the subject of the passive sentence.
 - (b) The finite form of the verb is changed (to be + past participle)
 - (c) The subject of the active sentence becomes the object of the passive sentence (or is dropped)
 - (d) All the above points have to be noted.
11. Choose the option that best transforms the given sentence as directed :
- He does not like reading. He does not like playing.
(Combine the two sentences into one sentence)
- (a) Reading or Playing is liked by him
 - (b) Neither he likes reading nor he likes playing
 - (c) He neither likes reading nor playing
 - (d) He likes neither reading nor playing

12. Which one of the following statements is **false** about summarisation ?
- (a) It contains advice or opinion or re-interpretation
 - (b) It contains the key idea of a text
 - (c) It states anything briefly and succinctly
 - (d) If uses the words used by the speaker to maintain their ownership of the communication.
13. Choose the options that are limitations to written communication :
- (i) It is very accurate
 - (ii) It is time consuming
 - (iii) It is a permanent record
 - (iv) It acts as a legal document
- (a) Only (i) and (ii)
 - (b) Only (i), (iii) and (iv)
 - (c) Only (ii)
 - (d) All of the above
14. Choose the correct sentence :
- (a) Isabel enjoys the museum : although she cannot afford the entrance fees.
 - (b) Few issues have raised so many problems
 - (c) Many students have tried for perfect grades, but little of them have succeeded.
 - (d) The sunshine today is lovely; I enjoy feeling it on my face.

15. Match the terminology specific to America in column A together with its British equivalents in column B:

	American Vocabulary		British vocabulary
1	By laws	A	Floatation
2	Anti-trust law	B	Articles of association
3	An initial public offering (IPO)	C	Maternity law
4	Labour law	D	Competition law
		E	Employment law

- (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
16. Identify the option that has an error in the given sentence:
 My father was presented by a gold watch when he retired.
- (a) My father (b) was presented
 (c) by a gold watch (d) when he retired
17. Which of the following can be considered binding authority on the Delhi High Court?
- (a) A judgement of the Indian Supreme Court
 (b) A judgement of the Madras High Court
 (c) A judgement of the Bombay High Court if there is no previous judgement of the Delhi High Court on the issue involved in the case.
 (d) A judgement on the same issue given by the Delhi District Court.

18. The process of “petrifying” a document refers to :
- (a) The process of converting documents from their native format to static image formats, such as tiff & jpg files.
 - (b) The process of printing out soft copy of documents
 - (c) Process of converting documents from static image formats to their native format
 - (d) Process of password protecting a document to prevent changes.
19. Multi factor tests to determine when cost shifting is appropriate have been introduced in :
- (a) Rowe Entertainment, Inc V. William Morris Agency Inc.
 - (b) Zubulake V. UBS Worburg LLC
 - (c) None of these
 - (d) Both (a) and (b)
20. Essential components of a work flow are :
- (a) Document search and retrieval
 - (b) Document collection
 - (c) None of the above
 - (d) Option (a) and (b)

PART-B

Attempt *any 4* questions. Each question is of 15 marks. **15x4=60**

1. Write a note on different types of partnerships with short explanations on each type.
 2. Write a note on :
 - (a) Team work and leadership
 - (b) Time management for a LPO professional
 3. Emails have become a very important tool of communication today. What is an email and what are some rules of netiquette ?
 4. Write a note on the following :
 - (a) Online dictionaries
 - (b) Editing skills
 5. What do you mean by document management systems ? What are the stages of Document Management Systems ?
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