

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

**Term-End Examination**

00192

**December, 2014**

**MLEI-006 : SKILLS, PERSONAL EFFECTIVENESS  
AND ENTERPRISE DEVELOPMENT – II**

*Time : 2 hours*

*Maximum Marks : 50*

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**Note :** *The paper is divided into two parts. Part A and Part B. Both the parts are compulsory.*

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**PART A**

*All the questions are compulsory in this part. Each questions carries 2 marks.*

*10×2=20*

Write the correct answer in the following questions :

1. In an LPO, the Standards of Lawyering expected is
  - (a) U.S. Standard of Lawyering
  - (b) Standard of Conduct as set out by the Bar Council of India
  - (c) International Standard of Lawyering
  - (d) Paralegal Standard

2. The attributes of an LPO professional are

- I. Legal education
- II. English proficiency
- III. Project management skill
- IV. Leading team

Choose the correct option :

- (a) I and II
- (b) I and III
- (c) I and IV
- (d) All the above

3. Which of the following is *not* a suggested strategy for preparation of a job interview :

- (a) Plan to ask about salary and benefits at the beginning of the interview
- (b) Prepare answers to possible interview questions
- (c) Conduct research on the company
- (d) Gather key resources and take them along for the interview

4. While drafting a resumé, which one of the following e-mail ids is most appropriate :

- (a) Jackcooldude@hotmail.com
- (b) Jack-in-the-box@hotmail.com
- (c) Jack7892@hotmail.com
- (d) JackFernandez@hotmail.com

5. The Law firm of Sherlin, William and Associates is one of the most successful law firms with primary specialization in criminal defense cases. In fact the firm has more than 90% acquittal rate in such cases. Pervez is an attorney with primary specialization in Divorce cases, so Pervez certainly cannot be a member of Sherlin, William and Associates.

The reasoning in the argument given above is flawed because the argument

- (a) offers in support of its conclusion pieces of evidence that are mutually contradictory.
- (b) overlooks the possibility that a person can practice law without being a member of a law firm.
- (c) concluded that someone is not a member of a group on the ground that the person does not have a characteristic that the group as a whole has.
- (d) All of the above

6. When I was in college, the teachers were always warning us against ever using drugs, yet many of the students freely admitted in later years, that they had used drugs regularly in the college. I can only draw the unfortunate conclusion from this that my teacher's warnings were in vain. *Which one of the following claims, if true, would be the most useful in refuting the argument of the passage above :*

- (a) Many of the students who used drugs were aware of the dangers involved because of the teacher's warnings.
- (b) Some students use drugs for legitimate purposes.
- (c) The school had to compel the teachers to warn their students against drug use.
- (d) Some of the author's fellow students were persuaded not to use drugs by their teacher's warnings.

7. Professionalism for a Lawyer is
- (a) determined by the rules of ethics that govern the profession.
  - (b) LPO refers to the internal compass or standards to which one holds himself/herself to as a Lawyer.
  - (c) Both (a) and (b)
  - (d) None of the above
8. Recruit process typically consists of which of the following :
- (a) Submission of Resumé
  - (b) Recruitment Testing
  - (c) The Interview
  - (d) All of the above
9. In a video resumé, one must do which one of the following :
- I. Read out your resumé.
  - II. Keep the video concise and clear.
  - III. Introduce yourself, talk about experience and qualifications.
- (a) All the above
  - (b) II and III
  - (c) I and II
  - (d) Only III

10. Identify from the following a technology application which is *not* typically used in an LPO :

- (a) Camtasia
- (b) MS Excel
- (c) MS Visio
- (d) Lexis Nexis

## PART B

Answer any **three** questions from this part. Each question carries 10 marks. 3×10=30

11. What is the purpose of a Resumé ? Discuss the important elements of a good resumé.
  12. Write a note on 'Work Environment' in an LPO.
  13. Write a note on each of the following :
    - (a) Recruitment test
    - (b) Covering letter of a Resumé
  14. What do you mean by an interview ? Describe why an interview is considered as an important recruitment tool.
  15. Elaborate upon the time management skill that an LPO Professional must have.
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