

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

Term-End Examination

00340

June, 2015

**MLEI-003 : PROFESSIONAL ENGLISH
PROFICIENCY – I**

Time : 2 hours

Maximum Marks : 50

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

PART A

Attempt all the questions from this part. Each question carries 2 marks. 10×2=20

1. Identify the part of the sentence that contains an error.

The party is for my neighbours and they know all about them.

- (a) The party is
(b) for my neighbours
(c) and they know
(d) all about them.

2. Identify that part of the sentence which contains an error.

The forest rangers in the eastern section of the park has spotted a leopard.

- (a) The forest rangers
 - (b) in the eastern section of the park
 - (c) has spotted a leopard.
 - (d) No error
3. What is the basic disadvantage of reading ?
- (a) The reader can read and re-read the content at his or her pace.
 - (b) The reader can give shades of meaning to the text.
 - (c) Reading could delay the process of actions unlike oral communication.
 - (d) Reading may not be a very useful tool for comprehending and assimilating facts.
4. Which of the following factors play a negative role in successful communication ?
- (i) The usage of simple language
 - (ii) Listening intelligently
 - (iii) Consider others' points of view
- (a) Only (i)
 - (b) Only (iii)
 - (c) All except (iii)
 - (d) None of the above

5. Capital letters should be used in the following situations :

- (i) At the beginning of a sentence
 - (ii) For certain abbreviations
 - (iii) When writing proper nouns for the first time
- (a) (i) and (iii)
 - (b) Only (iii)
 - (c) All except (iii)
 - (d) All of the above

6. Identify the part of the sentence that contains an error.

The facts were deliberately suppressed by the plaintiff and misrepresentation in the court.

- (a) The facts were deliberately suppressed
- (b) by the plaintiff and
- (c) misrepresentation in the court.
- (d) No error

7. Choose the appropriate option that fills the blanks in the given sentence correctly.

The foundation _____ any legal analysis is _____ relevant rule _____ law.

- (a) in, an, of
- (b) on, the, in
- (c) against, a, for
- (d) of, the, of

8. Choose the correct sentence from the options given below.
- (a) Water is polluted through chemical waste would poison people.
 - (b) The passenger arrived early because his flight was delayed.
 - (c) The people are wearing formal attire.
 - (d) When you are going to pay me the money ?
9. Choose the incorrect sentence from the options given below.
- (a) The young man went over every possible job, but had no luck.
 - (b) The class came down with food poisoning on the camping trip.
 - (c) Can you back up with what you are saying with evidence ?
 - (d) Businesses usually do well in times of economic growth.
10. Choose the option that best completes the sentence.
- _____ more contact in _____ sport, _____ greater _____ risk of injury.
- (a) The, XX, the, the
 - (b) The, a, the, the
 - (c) XX, the, a, the
 - (d) The, XX, the, XX

PART B

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

11. What do you mean by barriers to communication ? Mention at least three barriers to communication with examples.

 12. Discuss the process of effective communication with specific examples.

 13. What do you mean by a sentence ? Explain the basic types of sentences.

 14. Discuss the importance of communication in an organisation.

 15. Explain the objectives of effective communication.
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