

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

**Term-End Examination**

**June, 2015**

00210

**MLEI-007 : PROFESSIONAL ENGLISH  
PROFICIENCY – II**

*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. Choose the option that best transforms the sentence into its passive form.

The Roman legal system \_\_\_\_\_ in 450 BC.

- (a) codified
  - (b) are codified
  - (c) were codified
  - (d) was codified
2. Read the four options and choose the option that reads best.
- (a) That kind of decision makes the board of directors.
  - (b) The kind of decision is made by the board of directors.
  - (c) The decision makes the board of directors.
  - (d) That kind of decision is making the board of directors.

3. Complete the sentence about summarization. Since notes are nothing but \_\_\_\_\_, they should be much \_\_\_\_\_ than the original.
- (a) summaries, shorter
  - (b) points, longer
  - (c) memos, accurate
  - (d) reminders, brief
4. Choose the most correct sentence from the options given below :
- (a) Isabel enjoys the museum: although she cannot afford the entrance fee.
  - (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.
5. The fall in the value of the dollar will mean a poor lookout for the tourist trade this year.
- Read the entire sentence carefully and identify an error in the following segment of the sentence.
- (a) The fall in the value of the dollar
  - (b) will mean a poor
  - (c) lookout for the tourist trade this year.
  - (d) No error
6. 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.

7. Choose the best option to complete the given sentence.

\_\_\_\_\_ is explaining a passage of another author in one's own words while \_\_\_\_\_ is taking into consideration only the essentials.

- (a) Précis / Condensing
  - (b) Quoting / Paraphrasing
  - (c) Paraphrasing / Summarizing
  - (d) Summarizing / Précis
8. Choose the option that best transforms the given sentence without changing its meaning.

Nothing can be gained without effort.

- (a) No gains with effort.
  - (b) Everything can be gained with effort.
  - (c) Can anything be gained without effort ?
  - (d) Can nothing be gained with effort ?
9. Choose the option that fills in the blank with the right reporting verb.

The aged lady at the old folk's home was feeling nostalgic and \_\_\_\_\_ about the good old days.

- (a) cited
- (b) reminded
- (c) reminisced
- (d) repressed

**10. While punctuating,**

- (i) a colon is used to introduce lists that are preceded by the written or implied by “the following”.
  - (ii) a colon is used to introduce statements that explain, repeat or summarize the preceding idea.
  - (iii) omit the colon if a standard verb is used to introduce the list.
- (a) (i) and (ii)
  - (b) (ii) and (iii)
  - (c) All except (ii)
  - (d) (i), (ii) and (iii)

## PART B

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

11. Explain the basic principles governing client interaction.
  12. Enumerate the skills required for effective proof-reading.
  13. Explain the meaning of 'Dictionary'. What are its uses ?
  14. What is the importance of using active voice in interviews ?
  15. Discuss the characteristics of good writing.
-