

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

**Term-End Examination**

**December, 2014**

00232

**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. Which one of the following statements is *true* about passive voice :
  - (a) We use the passive voice when we don't need to say who did the action.
  - (b) Passive sentences are the worst form of writing in English.
  - (c) Sentences in the passive form make reading boring.
  - (d) We use the passive voice only if we know who did the action.
2. Which one of the following statements is *false* about summarization :
  - (a) It contains advice or opinion or re-interpretation.
  - (b) It contains the key idea of a text.
  - (c) It states anything briefly.
  - (d) It uses the words used by the speaker to maintain their ownership of the communication.

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. 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
5. Choose the option that best fills in the blank to form a correct sentence :  
Rural students are \_\_\_\_\_ their urban counterparts when it comes to academics.
- (a) best
  - (b) better than
  - (c) gooder than
  - (d) a better than
6. Choose the option that fills the blank with the correct 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

7. Choose the sentence that is punctuated best from the following options :

- (a) The game on Saturday, October 20, 1988 was the most exciting ever held at Memorial Stadium.
- (b) I didn't by the book : I borrowed it instead.
- (c) Jack, who is an expert typist will finish this for me.
- (d) Mrs. Jones. could you meet with us on Monday ?

8. 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) Precis/condensing
- (b) Quoting/paraphrasing
- (c) Paraphrasing/summarizing
- (d) Summarizing/precis

9. Identify the option that has an error in the given sentence :

The fall in the value of the dollar will mean a poor look-out for the tourist trade this year.

- (a) The fall in the value of the dollar
- (b) will mean a poor
- (c) look-out for the tourist trade this year
- (d) No error

10. Identify the option that best describes the underlined phrase in the given sentence :

I couldn't get a word in edgeways during the meeting.

- (a) The meeting was very boring.
- (b) I couldn't think of anything to speak.
- (c) Everyone was talking so much that I didn't have a chance to speak.
- (d) I couldn't understand anything.

### PART B

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

- 11. E-mails have become a very important tool of communication today. Discuss
- 12. Differentiate between note taking and note making and list out a few tips for effective note taking.
- 13. Write notes on the following :
  - (a) Online dictionaries
  - (b) Editing skills
- 14. Explain the basic principles governing client interaction.
- 15. List any ten words with spelling differences in British and American English.