

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

Term-End Examination

June, 2013

00586

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

Instructions :

- (i) This paper covers the courses MLEI-05 to MLEI-08.
- (ii) **Part-A** consists of objective type questions. Each question carries 2 marks.
- (iii) **Part-B** consists of descriptive type questions. Each question carries 15 marks.

PART-A

All questions are **Compulsory**.

2x20=40

1. The term 'Document Management' refers to :
 - (a) The characteristic of the document
 - (b) A method of preserving documents
 - (c) A method by which files are indexed
 - (d) A practice by which documents pertaining to a case are organised

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2. Unlike the motion to compel, the motion in limine is used to :
- (a) force a non complying party to respond.
 - (b) get a decision on whether evidence is admissible
 - (c) get a legal interpretation
 - (d) set aside a courts judgement
3. A motion to dismiss for lack of subject - matter jurisdiction :
- (a) Cannot be raised suomote
 - (b) Cannot be raised at any time
 - (c) Cannot be waived
 - (d) Cannot be raised for lack of cause(s) of action
4. Which one of the following statements is true about passive voice ?
- (a) we use the passive 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.
5. Choose the option that fills the blank with the right reporting verb.
The aged lady at the folk's home was feeling nostalgic and _____ about the good old days.
- (a) cited
 - (b) reminded
 - (c) reminisced
 - (d) repressed

6. Choose the option that best transforms the sentence into a passive form.
The Roman legal system _____ in 450BC.
- (a) codified
 - (b) was codified
 - (c) are codified
 - (d) were codified
7. The search term "compensation and workman" in Lexis Nexis will yield which of the following results :
- (a) that which contains the term compensation within 7 terms from the term workman.
 - (b) that which contains the term compensation but not workman.
 - (c) that which contains both the terms compensation and workman.
 - (d) that which contains either the term compensation or workman.
8. The essential requirement(s) that a patentable invention must meet :
- (a) Novelty
 - (b) Utility
 - (c) Non - obviousness
 - (d) All of the above
9. Civil Remedy(ies) against the infringement of copyright constitutes which of the following :
- (a) injunction
 - (b) damages or account of profits
 - (c) delivery - up of infringing copies
 - (d) all of the above

PART - B

Attempt **any four** questions. Each question carries
15 marks.

15x4=60

1. Explain the following :
 - (a) Jury Charge
 - (b) Closing Argument

 2. What is the purpose of a resume ? Discuss the important elements of a good resume.

 3. India is an attractive destination for legal outsourcing work. Examine the statement.

 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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10. All work in an LPO is team based. A Leader of a team must :
- (a) Keep the team motivated by personal example and showing enthusiasm
 - (b) Ensure communications with the team at all times
 - (c) None of above
 - (d) Both (a) and (b)
11. Which of the following statement is false about proof reading ?
- (a) proof reader must have sound knowledge of grammar and spelling.
 - (b) proof reading is the final stage of the editing process.
 - (c) editing and proof reading are one and the same.
 - (d) none of the above.
12. 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
13. Which of the following statements about secondary Authorities is not true ?
- (a) They refer to literature that interprets or explains primary authorities.
 - (b) They may be compelling enough to be a basis for a judgement.
 - (c) They offer equally binding support for legal arguments as do primary sources.
 - (d) V.N. Shuklas' "Constitution of India is a secondary authority".

Fill in the blanks.

14. E discovery is _____.
15. _____ are set of written questions that must be responded to under oath.
16. _____ literally means to provide information.

Explain in brief

17. Forms of business entities available in the U.S.
18. Any two mortgages popular in the US market.
19. Key Lawyering skills required in the LPO industry.
20. Note taking and Note making.