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**Presidency University**

**Bengaluru**

**SCHOOL OF LAW**

**MAKE-UP EXAMINATION JULY2024**

**Semester**: II

**Course Code**: ENG102

**Course Name**: Legal Professional Communication Skills

**Program** : LLB (ALL PROGRAMS)

**Date**: 01/07/2024

**Time**: 9.30 AM to 12.30 AM

**Max Marks**: 100

**Weightage**: 50%

**Instructions:**

1. *Read the all questions carefully and answer accordingly.*
2. *Complete the test within the time given.*

**Part A [Memory Recall Questions]**

**Answer any TEN of the following Questions. Each question carries TEN marks.**

**(10Qx2M=20M)**

1. Briefly explain the role of feedback in the process of communication. (C.O.No.1) [Knowledge]
2. Differentiate between interpersonal and intrapersonal communication. (C.O.No.1) [Knowledge]
3. Define the term "jurisprudence" in the context of language and law studies.

(C.O.No.3) [Knowledge]

1. State two key purposes of a memo in a professional context. (C.O.No.2) [Knowledge]
2. Briefly xplain the purpose of a Legal Notice in the context of legal proceedings.

(C.O.No.2) [Knowledge]

1. State the primary purpose of a Non-Disclosure Agreement (NDA) in business transactions.

(C.O.No.1) [Knowledge]

1. What does the Latin maxim "Res ipsa loquitur" mean in legal contexts? (C.O.No.3) [Knowledge]
2. Briefly discuss one key theme explored in Chaitanya Tamhane's film "Court" and its relevance to contemporary social issues. (C.O.No.2)[Knowledge]
3. What is the literal meaning of the Latin term "Habeas corpus"? (C.O.No.3) [Knowledge]
4. State any two common problem associated with legal language in drafting documents.
5. What is a Memo?

(C.O.No.3) [Knowledge]

**Part B [Thought Provoking Questions]**

**Answer any FIVE of the following questions. Each question carries TEN marks.**

**(5Qx10M=50M)**

1. Explain the process of communication, highlighting its key components and stages. Illustrate your answer with an example. C.O.No.4) [Comprehension]
2. Discuss the various barriers to communication and their impact on the effectiveness of the communication process. Provide examples to illustrate your points. C.O.No.3) [Comprehension]
3. Imagine you are a manager who has noticed a significant decline in an employee's performance over the past three months. Draft a Show Cause Notice to the employee, addressing the performance issues and asking for an explanation. Ensure to include the key components of a Show Cause Notice in your draft.
4. Explain the meaning and significance of the Latin maxim "Res ipsa loquitur" in legal contexts. How does this principle apply in cases where the evidence itself suggests negligence or wrongdoing? C.O.No.3) [Comprehension]
5. Elucidate the significance of the discovery of the old woman's money in Fyodor Dostoyevsky's novel "Crime and Punishment." How does this discovery impact the protagonist's situation and emotional state? C.O.No.3 [Comprehension]
6. Explain any four Latin Maxims with examples. C.O.No.3 [Comprehension]

**Part C [Problem Solving Questions]**

**Answer any TWO of the following questions. Each question carries FIFTEEN marks.**

**(2Qsx15M=30M)**

1. Write a memo to your department head requesting approval for a team-building workshop. Frame the memo addressing the purpose, objectives, proposed schedule, expected outcomes, and budget considerations. Ensure to justify the importance of the workshop for team cohesion and productivity enhancement.

(C.O.No.4) [Application]

1. You are a consultant hired by a nonprofit organization to assess its community outreach programs. Write a detailed report evaluating the effectiveness of current initiatives, identifying areas for improvement, and proposing strategies to enhance community engagement and impact. Ensure your report is structured with clear sections for analysis, findings, and actionable recommendations, reflecting the organization's mission and goals.

(C.O.No.4) [Application]

1. Imagine you are the secretary of a company and have just attended a crucial board meeting where several important decisions regarding the company's future strategy were made. Draft the minutes of this meeting, ensuring to include all essential components. Additionally, provide a brief explanation of why each component is necessary and how it contributes to the overall effectiveness of the minutes. (C.O.No.4) [Application]