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UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

End Semester Examination, December 2017

Program: Int.BA/B.Com/BBA LLB (All Branches)

Subject (Course): General English-I

Course Code : CLNL 1001

No. of pages: 04

Semester – I

Max. Marks : 100

Duration : 3 Hrs

Section-A

All questions are compulsory

1. Identify the types/flows of communication in the following situations. (5M)
 - a) The discussion between production manager and sales manager.
 - b) Raman raises an eyebrow when he hears the announcement about the promotion of Jones.
 - c) Instructions to complete all work at hand before 30th of December.
 - d) Exchange of data between the executives of sales department.
 - e) The executive is informed about the pay rise from head of the marketing department.

2. Identify the communication barriers in the following situations (5M)
 - a) Mr. Smith had to present his case through Power Point presentation but the Projector in the room was out of order.
 - b) In a majority of male employees, a woman team leader faces prejudice.
 - c) Objection for using smart attendance application for attendance purpose in the classrooms
 - d) Mr. Ravi initially was a sincere employee known for completing within the deadlines still gets the advantage of his first impression during appraisals.
 - e) Which of the following is not a communication barrier in a meeting scenario:
 1. Using jargon.
 2. Members who lack skill in managing and facilitating mutual decision-making.
 3. Providing a script (agenda).

3. Study the following Case-let and answer the questions that follow. (4x2=8M)

Bob works hard at his job, but he hasn't had a raise in a couple of years. He feels he deserves one and he has decided to approach his boss to ask for it. Bob's boss, Mike, is a "by the numbers" guy. He is very focused on using statistics to judge how productive people are in the company. Bob knows this because he is required to turn in various statistical data to Mike regularly. Moreover, Mike is impulsive and short tempered.

BOB is in a dilemma about how to communicate his mind to Mike as a consequence of which he cannot focus on his work. His first instinct is to have a meeting with Mike and tell him about how badly he needs the raise. He was going to tell him how he needs to put away more money for his kids' college funds and to pay for a new car. But then he stopped and remembered the principle of considering the values of the person to whom you are communicating.

- a) Do you agree with Bob's first approach? Give reasons to support your answer.
- b) What is the right approach, Bob should take here?

Section-B

4. Fill in the blanks by selecting the appropriate words from the box below (7M)

A juvenile offender a criminal record to serve a sentence
A political prisoner a convicted criminal a hardened criminal
A common criminal an offence

- a) A schoolchild who commits a crime _____
- b) Someone who has been found guilty of a crime in a court of law _____
- c) Someone who has committed a lot of crimes _____
- d) To spend time in prison as punishment _____
- e) Someone who is imprisoned for what they believe _____
- f) A document stating that someone has been found guilty in a court of law _____
- g) To do something that is against the law _____

5. Rewrite the following sentences if they are grammatically incorrect (5M)

- a) He was put in trial for murder
- b) He was later remanded on custody
- c) The witness appeared on court for the first time today.
- d) The murderer was soon brought into justice.
- e) The case against Mr. Jones was proved over reasonable doubt.

6. Draw a mind map on the topic 'How to focus in the age of distraction' and develop a paragraph in about 75 – 100 words (10+5=15M)

7. Write your opinion on any of the following in about 150 – 200 words (10M)

(a) 'Some people say we humans are harming the Earth through our activities, but other people say we are improving the quality of life on our planet. Which opinion do you agree with? Use specific examples and reasons to support your opinion.'

Or

(b) Does advertising help us by bringing new and useful products to our attention or does advertising urge us to buy more than we really need? Which opinion do you support? Give specific reasons and examples to support your view

Section-C

8. (a) What are the three kinds of questions used while interviewing a client? Give an example of each. (5M)

Or

8. (b) Write 5 Do's or 5 don'ts of Mooting

8. (c) Match the following legal maxims with the possible meanings from the opposite column (10M)

Legal maxims

- 1) salvo jure
- 2) sans frais
- 3) de die in diem
- 4) hereditas

Meaning

- (A) A pact without consideration
- (B) Without expense
- (C) Saving the right
- (D) By right

- | | |
|---------------------|------------------------------|
| 5) pactum nudum | (E) The starting point |
| 6) de jure | (F) An illegal compact |
| 7) pactum illicitum | (H) An illustration or proof |
| 8) terminus a quo | (I) Inheritance |
| 9) idem per idem | (J) From day to day |
| 10) facsimile | (K) An exact copy |

8 (d) Match the following legal maxims with appropriate meaning given below

(5x2: 10M)

- | | |
|---------------------------------|--|
| 1. Cursus curiae est lex curiae | a) The act of God injure no one |
| 2. Actus dei neminem gravabit | b) Law looks forward, not backward |
| 3. Lex prospicit non respicit | c) No one is above law |
| 4. Nemo est supra leges | d) Practice of the court is the law of the court |
| 5. Rex non potest peccare | e) The king can do no wrong |

Section-D

9.(a) You have recently returned from a two-day training course, which you were sent on by your company. Your human resources manager has asked you to write a report, evaluating how useful the course has been. (20M)

Write the report including the following information in 250 – 300 words

- What the course consisted of
- How useful the course was for you
- How your training will benefit the company
- Advice for colleagues on how to benefit from courses like these

Or

9. (b) Prepare a legal investigative report on the format discussed in the classrooms, in about 300 words on the hard landing incident to M/s Indigo Airlines A320 aircraft at Kolkata airport on 14.07.2015 based on the following data

1. Aircraft Type : A 320; Nationality : Indian ; Registration : VT-IEO; 2. Owner : M/s Avolon Aerospace AOE 17 Ltd; 3. Operator : Indigo Airlines; 4. Pilot in Command : CPL Holder Extent of Injury : Nil; 5. Place of Incident : RWY 19L, NSCBI Airport, Kolkata; 6. Geographical Location of Site : N 22.6547°, E 88.4467°; 7. Last point of Departure : Ranchi Airport; 8. Intended place of landing : NSCBI Airport, Kolkata 9. Type of operation: Schedule Flight; 10. Date and time of Incident: 14/07/2015, 13:52 Hrs; 11. Passengers/Crew on Board: Crew-06,; Passenger- 142; Extent of Injury : Nil; 12. Phase of Operation: Landing; 13. Type of Incident : Hard landing
