

B. A DEGREE END SEMESTER EXAMINATION MARCH 2018**SEMESTER – 4: ENGLISH (VOCATIONAL COURSE)****COURSE: 15U4VCENG4, THE TECHNIQUE OF COPY-EDITING**

Common for Regular (2016 Admission) & Supplementary (2015 Admission)

Time: Three Hours

Max. Marks: 75

PART AAnswer **all** questions in a word or a sentence.Each question carries **1** marks

1. Payment to an author for every copy sold is
2. What is ISBN?
3. What is a blurb?
4. Three points used to indicate an omission is called
5. What is a widow?
6. What is hard copy?
7. A slip of paper containing a list of corrections is.....
8. What is epigraph?
9. Explain duotone
10. What is preface?

(1 x 10 = 10)

PART BAnswer **any eight** of the following questions, in two or three sentences.Each question carries **2** marks.

11. What are foot notes?
12. What is libel?
13. What is cropping?
14. Explain style sheet
15. What is stet?
16. Define half tone.
17. What is appendix?
18. Explain line illustrations
19. Define copy editing
20. Explain catch word

(2 x 8 = 16)

PART CAnswer **any five** of the following, each in fifty words.Each question carries **5** marks.

21. Distinguish between foot notes and end notes.
22. List the items required in the preliminary pages of a book

23. How will you prepare an index?
24. What is proof reading?
25. What is cross reference?
26. Differentiate hard copy typescript and electronic typescript.
27. What are the end matters of a book? (5 x 5 = 25)

PART D

Answer **any two** questions, not less than 300 words.

Each question carries **12** marks.

28. Comment on the importance of proof reading in copy editing.
29. What are the steps in preparing a typescript?
30. The growing importance of electronic typescript in today's scenario.
31. What are the qualities required for a good copy editor? (12 x 2 = 24)
