

Reg. No..... Name.....

B. A DEGREE END SEMESTER EXAMINATION MARCH 2017
SEMESTER - 4 : VOCATIONAL FOR BA ENGLISH
COURSE : 15U4VCENG4, THE TECHNIQUE OF COPY-EDITING
(For Regular - 2015 Admission)

Time: Three Hours

Max. Marks: 75

PART A

Answer **all** questions in a word or a sentence. Each question carries 1 mark

1. What is Indent?
2. What is ISSN?
3. The left hand page of a book is called
4. is a pause in a line of verse.
5. What is an orphan?
6. The first printed page of a book is
7. What is caption?
8. What is festschrift?
9. An illustration facing the title page is
10. What is royalty?

(1 x 10 = 10)

PART B

Answer **any eight** questions. Each question carries 2 marks.

11. What is Imprint?
12. What is index?
13. Define copyright
14. What are running heads?
15. Explain Ozalid
16. What is stylesheet?
17. What is vetting?
18. Define unsolicited manuscript
19. What is corrigendum?
20. Explain halftone

(2 x 8 = 16)

PART C

Answer **any five** of the following, in fifty words. Each question carries 2 marks

21. How are glossaries different from appendixes?
22. Mention the use of italics
23. What are the abbreviations commonly used in copyediting?
24. How will you prepare an index?
25. How is foot note different from end note?
26. Explain proof reading
27. How will you prepare verso of the title page?

(5 x 5 = 25)

PART D

Answer **any two question**, not less than 300 words. Each carries 12 marks

28. Elucidate the multifarious role of a copy editor.
29. Write an essay on copy editing skills.
30. Write an essay on preliminary pages.
31. What are the steps in preparing a typescript?

(12 x 2 = 24)
