

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

B A DEGREE END SEMESTER EXAMINATION MARCH 2017
SEMESTER – 4: VOCATIONAL COURSE FOR BA ENGLISH
COURSE: U4VCENG4: THE TECHNIQUES OF COPY EDITING
(For Supplementary - 2014 admission)

Time: Three Hours

Max. Marks: 75

PART A

Answer all questions. Each question carries 1 mark.

1. Three points used to indicate an omission is....?
2. What is a legend?
3. Expand the abbreviation DTP
4. What is epigraph?
5. The inner margin of a book is?
6. Two pages which back on to one another is
7. A device that converts telephone transmission into digital form and vice versa is
8. What is orphan?
9. A personal note by the author about the book is
10. What does recto mean? (1 x 10 = 10)

PART B

Answer any eight questions, in two or three sentence. Each question carries 2 marks.

11. Explain special sort
12. What is masking?
13. Define halftone
14. Explain erratum slip
15. Differentiate between foreword and preface
16. Define blurb
17. What is libel?
18. What is hard copy?
19. Define copy editing
20. What is copyright? (2 x 8 = 16)

PART C

Answer any five questions, in fifty words. Each question carries 5 marks.

21. write a short note on index
22. What are different types of illustrations?
23. Write a short note on running heads
24. Distinguish between appendix and glossary
25. What is proof reading?
26. What are the uses of italics? (5 x 5 = 25)

PART D

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

27. Explain the multifarious roles of a copy editor.
28. Write an essay on preliminary pages.
29. What are the copy editing skills? Elucidate.
30. Comment on the importance of house style in copy editing. (12 x 2 = 24)