

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

**B A DEGREE END SEMESTER EXAMINATION MARCH 2016**  
**SEMESTER – 4: VOCATIONAL COURSE FOR BA ENGLISH**  
**COURSE: U4VCENG4 - THE TECHNIQUES OF COPY EDITING**

Time: Three Hours

Max. Marks: 75

**PART A****Attempt the following questions in a word or a sentence.**

1. The left hand side of a book is called .....
2. A payment to an author for every copy sold is .....
3. Expand the abbreviation CIP
4. What is a slip of paper containing a list of corrections called?
5. What is frontispiece?
6. What does the term refer to the first line of a paragraph at the foot of a page?
7. Cutting down an illustration to remove extraneous areas is called.....?
8. What is the first printed page of a book called?
9. What is a pause in a line of verse usually near the middle called?
10. Three points used to indicate an omission is called .....? (1 x 10 = 10)

**PART B****Answer any eight of the following questions, each in two or three sentences.**

11. Define the term “stylesheet”
12. What are special sorts?
13. Differentiate between hard copy and soft copy
14. Define copy editing
15. Differentiate between landscape and portrait
16. Define computer virus
17. Briefly explain what a running head is
18. What is plagiarism?
19. Define halftone
20. Explain glossary (2 x 8 = 16)

**PART C****Answer any five of the following each in fifty words.**

21. Write a short note on index
22. What are different types of illustrations?
23. Write a note on different types of typescripts

24. Distinguish between footnotes and endnotes
25. Mention the uses of capitals
26. Write a short note on cross- references

(5 x 5 = 25)

**PART D**

**Answer any two each in not less than 300 words**

27. Comment on the importance of house style in copy editing
28. What are the different parts of a book? Elucidate.
29. What are the commonly used proof reading symbols?
30. Explain the different processes involved in typesetting.

(12 x 2 = 24)

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