

Reg. No.....

Name.....

B. A. DEGREE END SEMESTER EXAMINATION OCTOBER 2017**SEMESTER – 3: BA ENGLISH (VOCATIONAL COURSE)****COURSE: 15U3VCENG3 –COPYEDITING: AN OVERVIEW***For Regular (2016 Admission) & Supplementary / Improvement (2015 Admission)*

Time: Three Hours

Max Marks: 75

PART-AAnswer **all** questions, in not more than two/three sentences.

Each question carries 1 mark.

1. What is Caesura?
2. Expansion of CIP.
3. What is cropping?
4. What is soft copy?
5. What is frontispiece?
6. Explain Landscape?
7. What is preface?
8. Explain special sort
9. What is a widow?
10. What is a half title?

(1 x 10 = 10)

PART-BAnswer any **Eight** of the following questions in three/four sentences.

Each question carries 2 marks.

11. What is house style?
12. Differentiate between preface and foreword.
13. What is copy- editing?
14. Explain footnote.
15. What is a style sheet?
16. Write a short note on selection of manuscripts.
17. Define unsolicited manuscripts?
18. What is plagiarism?
19. How to prepare a bibliography?
20. What is cross reference?

(2 x 8 = 16)

PART-CAnswer any **Five** of the following questions in a paragraph. Each question carries 5 marks

21. Write a note on author- publisher relationship.
22. Explain editorial priorities.

- 23. What are the principles of editing?
- 24. What are the promotional measures?
- 25. How will you edit textbooks for children?
- 26. How will you prepare an index?
- 27. What are the uses of italics? (5 x 5 = 25)

PART-D

Answer any **Two** of the following questions in essay form in about 300 words.

Each question carries 12 marks.

- 28. What are the multiple tasks performed by an editor in a publishing company?
- 29. How does the market influence the editorial priorities? Explain
- 30. What are the stages of preparing manuscripts for press?
- 31. What are the common proof-reading marks? Explain (12 x 2 = 24)
