

B. A. DEGREE END SEMESTER EXAMINATION – OCT. 2020: JANUARY 2021**SEMESTER 3: ENGLISH COPY EDITOR (VOCATIONAL COURSE)****COURSE: 19U3VCENG3 – COPYEDITING: AN OVERVIEW***(For Regular 2019 Admission)*

Time: Three Hours

Max. Marks: 75

PART A***Answer all questions, in not more than two/three sentences******Each question carries 1 mark.***

1. What is press proof?
2. What are complimentary copies?
3. What is a polyglot edition?
4. What is a recto?
5. What is dummy?
6. What is stet?
7. Explain frontispiece.
8. Define blurb.
9. What is a legend?
10. What is an 'orphan'?

(1 x 10 = 10)

PART B***Answer any Eight of the following questions in three/four sentences.******Each question carries 2 marks.***

11. What are pre-publication copies?
12. Explain ghost writing.
13. What are unsolicited manuscripts?
14. Explain colour coding of corrections.
15. What is copyright?
16. Differentiate superscript and subscript.
17. The Book Editor is a "quality control man". Explain.
18. Explain copyediting.
19. What is stylesheet?
20. What is an erratum slip?

(2 x 8 = 16)

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

21. How do you design the cover page of a book?
22. What are the reference aids used while copy editing a manuscript?
23. Differentiate footnote and endnote.

- 24. Explain writer -publisher relationship.
- 25. What are different types of editing?
- 26. Write a note on writing text books for children.
- 27. What are promotional measures? (5 x 5 = 25)

PART D

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

Each question carries 12 marks.

- 28. A good copy editor is a rare creature, an intelligent reader, a tactful and sensitive critic. Substantiate.
- 29. What are the various steps involved in copy editing?
- 30. What are the common proof-reading symbols? Give suitable contexts in which they are used.
- 31. Explain how an editor is connected with other departments in a publishing company? (12 x 2 = 24)
