

B. A. DEGREE END SEMESTER EXAMINATION - OCTOBER 2019**SEMESTER – 3 : B. A. ENGLISH (VOCATIONAL COURSE)****COURSE: 15U3VCENG3 – COPY EDITING: AN OVERVIEW**

(For Regular - 2018 Admission and Improvement 2017 / Supplementary 2017, 2016, 2015 & 2014 Admissions)

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 vetting?
2. What is pre-publication copy?
3. What are unsolicited manuscripts?
4. What is polyglot edition?
5. What is a libel?
6. What is corrigenda?
7. What is frontispiece?
8. What is Ozalid?
9. Explain wido.
10. What is ISBN? (1 x 10 = 10)

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

Each question carries 2 marks.

11. Explain catch word.
12. Define copy editing.
13. Explain copyright.
14. What is style sheet?
15. Write a note on writing text books for children.
16. How do you prepare an index?
17. Explain author publisher relationship.
18. Differentiate hardcopy typescript and soft copy typescript.
19. What are different types of editing?
20. Explain colour coding of corrections. (2 x 8 = 16)

PART - C

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

21. Explain various promotional measures.
22. What are the reference aids commonly used when editing a manuscript?
23. What are the uses of italics?
24. Explain the importance of language in editing.
25. Explain foot notes and end notes.
26. What are the guidelines for copy editing?
27. What are the criteria for the selection of manuscripts? (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. Discuss the roles and duties of a copy editor in an organization.
29. What is proof reading? Explain some of the proof reading symbols.
30. Discuss the innate and acquired qualities of a good editor.
31. Discuss the various steps in editing a manuscript. (12 x 2 = 24)
