

B. A. DEGREE END SEMESTER EXAMINATION - MARCH 2020**SEMESTER – 4: ENGLISH (VOCATIONAL COURSE)****COURSE: 15U4VCENG4, THE TECHNIQUE OF COPY-EDITING**

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

Time: Three Hours

Max. Marks: 75

PART A

Attempt the following questions in a word or a sentence.

1. What is a blurb?
2. What is an orphan?
3. What is a stub?
4. What is a foreword?
5. Round bracket is called -----
6. What is fore edge?
7. ----- is an insertion mark
8. What is erratum slip?
9. Recto refers to -----
10. An obsolete corrected proof. (1 x 10 = 10)

PART B

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

11. What is a typescript?
12. Define Bleed.
13. What is a bar code?
14. What is a widow?
15. What is make-up?
16. Explain Ozalid.
17. Explain paste-up.
18. What is meant by house style?
19. What is marked proof?
20. What is a style sheet? (2 x 8 = 16)

PART C

Answer any five of the following, each in fifty words

21. What are the details that are needed on the front jacket /cover of a book?
22. Describe the two main ways of checking proofs.

23. Describe cropping.
24. What is the difference between footnotes and endnotes?
25. Briefly explain hardback and paperback binding.
26. What is a running head?
27. What are the different pages that make up the preliminary pages? (5 x 5 = 25)

PART D

Answer any two, each in not less than 300 words

28. Comment on the role of the copy editor.
29. Briefly discuss the legal aspects related to publishing.
30. Briefly discuss copyright permissions.
31. Describe any 4 different kinds of printing. (12 x 2 = 24)
