

B. A. DEGREE END SEMESTER EXAMINATION – JULY 2021
SEMESTER – 4: ENGLISH (VOCATIONAL COURSE)
COURSE: 19U4VCENG4, THE TECHNIQUE OF COPY-EDITING

(Common for Regular 2019/Improvement 2018/ Supplementary 2018/2017/2016/2015 Admissions)

Time: Three Hours

Max. Marks: 75

PART A

Attempt the following questions in a word or a sentence.

1. The first line of a paragraph at the foot of a page is called what?
2. A list of corrections printed in a book is called.....
3. Two or more letters joined together and combined as a single character is
4. A left hand page is called what?
5. is the inner margin of a book.
6. A defamatory statement is called what?
7.is a pause in a line of verse.
8. Map is an example ofillustration.
9. Another name for caption is.....
10. is the first printed page of a book. (1 x 10 = 10)

PART B

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

11. Explain the term 'Masking'.
12. What is a blurb?
13. What is an epigraph?
14. What is a foreword?
15. What is pagination?
16. What are endmatters?
17. What is hard copy typescript?
18. What is marked proof?
19. What is paper back edition?
20. What is royalty? (2 x 8 = 16)

PART C

Answer any five of the following, each in fifty words

21. What are the standard uses of italics?
22. How will you prepare foot notes?
23. What are the various legal aspects of copy editing?
24. Explain the criteria for evaluating a manuscript

- 25. Explain some of the promotional measures
- 26. What is a style sheet? Explain its importance.
- 27. Explain author publisher relationship. (5 x 5 = 25)

PART D

Answer any two, each in not less than 300 words

- 28. Write an essay on developing a house style.
- 29. Write an essay on copy editing process.
- 30. What are the preliminary pages? Explain their importance.
- 31. Explain the manifold duties of a copy editor in a publishing company. (12 x 2 = 24)
