

B. A. DEGREE END SEMESTER EXAMINATION - OCTOBER 2022**SEMESTER – 5: ENGLISH (VOCATIONAL COURSE)****COURSE: 19U3VCENG3–: COPY EDITING: AN OVERVIEW**

(For Regular – 2021 Admission and Improvement/Supplementary – 2020/2019 Admissions)

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 copyright?
2. Explain Cropping.
3. What is meant by 'dummy'?
4. Explain end matter.
5. What is stet?
6. What are special sorts?
7. Explain erratum.
8. What is blurb?
9. What is caption?
10. What is ISSN?

(1 x 10 = 10)

PART- B

Answer any Eight of the following questions in three/four sentences.

Each question carries 2 marks.

11. Explain colour coding of corrections.
12. Define copy editing.
13. Explain style sheet.
14. What are unsolicited manuscripts?
15. What are softcopy typescripts?
16. Explain Libel in the context of editing.
17. What is lithography?
18. Explain marked proof.
19. Explain pre-publication copies as promotional measure.
20. How do you prepare the front of a jacket?

(2 x 8 = 16)

PART- C

Answer any Five of the following questions in a paragraph.

Each question carries 5 marks

21. What are different types of copyediting?
22. What are the strategies for editing educational material?
23. What are some of the promotional measures?

24. Explain the advantages of soft copy typescripts.
25. Explain some of the strategies for improving the language of a manuscript.
26. How do you mark corrections while proof reading?
27. What are some of the common errors that one may find while copy editing?

(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. Explain some of the commonly used proof-reading symbols.
29. Write an essay on copy editing process.
30. Discuss the roles and duties of a copy editor in an organization.
31. What are some of the qualities required for a good copy editor?

(12 x 2 = 24)
