

B. A. DEGREE END SEMESTER EXAMINATION - OCTOBER 2022**SEMESTER – 3: ENGLISH (VOCATIONAL COURSE)****COURSE: 15U3VCENG3–: COPY EDITING: AN OVERVIEW***(For Supplementary 2015/2016/2017/2018 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 preface?
2. What is soft copy?
3. Explain Landscape?
4. Transliteration
5. Expand *ISBN*
6. Tele-play
7. Explain widow.
8. What is polyglot edition?
9. What is Festschrift?
10. Define epigraph.

(1 x 10 = 10)**PART-B**Answer any **Eight** of the following questions in three/four sentences.Each question carries **2** marks.

11. How is a bibliography prepared?
12. Define unsolicited manuscripts.
13. What is plagiarism?
14. Miniature book
15. What is Dust Jacket?
16. Differentiate hardcopy typescript and soft copy typescript.
17. What is style sheet?
18. What is desktop-publishing?
19. What is vetting?
20. What is Galley proof?

(2 x 8 = 16)**PART-C**Answer any **Five** of the following questions in a paragraph. Each question carries 5 marks

21. Write a note on author- publisher relationship.
22. On screen editing
23. What are the principles of editing?
24. Literary agents

25. What are the criteria for the selection of manuscripts?
26. Write a note on editing educational materials.
27. Explain documentation.

(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 the skills of editing, illustrating the twelve symbols of proof reading.
29. How does the market influence the editorial priorities? Explain
30. Discuss the roles and duties of a copy editor in an organization.
31. What are the different stages of editing a manuscript?

(12 x 2 = 24)
