

B. A. DEGREE END SEMESTER EXAMINATION: NOVEMBER 2023**SEMESTER – 3 : ENGLISH (VOCATIONAL COURSE)****COURSE: 15U3VCENG3 – COPY EDITING: AN OVERVIEW***(For Supplementary 2018/2017/2016/2015 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 Foreword?
2. Define copy-editing.
3. Expansion of INSDOC.
4. What is cropping?
5. What is frontispiece?
6. What is a half title?
7. What is a widow?
8. What is an orphan?
9. Define blurb
10. Expand *ISSN*

(1 x 10 = 10)

PART - B*Answer any **Eight** of the following questions in three/four sentences.**Each question carries 2 marks.*

11. What is house style?
12. Differentiate between preface and foreword.
13. What is cast-off?
14. What are Style sheets
15. What is unsolicited manuscript?
16. What is vetting?
17. What is polyglot Edition?
18. Differentiate between hardcopy typescript and soft copy typescript.
19. How to prepare a bibliography?
20. What is cross reference?

(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 editing educational materials.
22. Distinguish between foot notes and end notes.
23. Explain the importance of language in editing.

- 24. Briefly explain the Reference aids used by an editor.
- 25. How will you edit textbooks for children?
- 26. What are the uses of italics?
- 27. What are the guidelines for copy editors? (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. Write an essay different types of editing.
- 29. Explain how an editor is connected with other departments in a publishing company?
- 30. What are the common proof-reading marks? Explain
- 31. Explain the multiple functions of an editor. (12 x 2 = 24)
