

B. A. DEGREE END SEMESTER EXAMINATION: NOVEMBER 2023**SEMESTER 3: ENGLISH (VOCATIONAL COURSE)****COURSE: 19U3VCENG3: COPY EDITING: AN OVERVIEW**

(For Regular 2022 Admission and Improvement / Supplementary - 2021/2020/2019 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 modem?
2. Define orphan.
3. What is press proof?
4. Explain ISBN.
5. What are ellipsis?
6. Explain foreword.
7. What is half-title?
8. Explain marked proof.
9. What is Ozalid?
10. What is royalty?

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

11. Explain stet.
12. What is a dummy book?
13. Explain colour coding of corrections.
14. What is substantive editing?
15. Explain Plagiarism.
16. What is author generated camera ready copy?
17. What are the advantages of onscreen copy editing?
18. What are unsolicited manuscripts?
19. Explain proof reading?
20. Explain the process of collating the proofs.

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

21. What are some of the reference aids for copy editor?
22. How are the corrections marked while proof reading?
23. What are the criteria for the selection of manuscripts?
24. Explain style sheet.

25. Differentiate hardcopy typescript and softcopy typescript.
26. What are some of the legal issues pertinent to copy editing and publishing?
27. Explain some of the guidelines for 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. What are the multifarious activities of a copy editor in an organization? Explain.
29. Illustrate some of the commonly used proof-reading marks.
30. What are the innate qualities of a good copy editor?
31. What are the stages of preparing manuscripts for press?

(12 x 2 = 24)