

B. A. DEGREE END SEMESTER EXAMINATION - OCTOBER 2024**SEMESTER 3: ENGLISH (VOCATIONAL COURSE)****COURSE: 19U3VCENG3: COPY EDITING: AN OVERVIEW**

(For Regular 2023 Admission and Improvement/Supplementary 2022/2021/2020/2019 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 are unsolicited manuscripts?
2. Define epigraph.
3. Explain corrigenda.
4. Explain polyglot edition.
5. Define cropping .
6. explain special sort.
7. Define photolithography.
8. What is a dummy book?
9. Explain 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 book exhibition as a promotional measure.
12. Write a note on writing text books for children.
13. Explain colour coding of corrections.
14. Explain style sheet.
15. Write a note on editing educational material.
16. Write a short note on selection of manuscripts.
17. Explain copyright.
18. Explain softcopy typescript.
19. How do you prepare an index?
20. Explain proof reading.

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

21. Explain various promotional measures.
22. Write a note on author- publisher relationship.
23. Explain different types of editing.

24. Explain the importance of language in editing.
25. What are some of the dos and don'ts one should take care of while copy editing.
26. Explain the common legal issues pertinent to copy editing.
27. Write a note on the reference aids used in 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. Discuss the roles and duties of a copy editor in an organization.
29. What are the different stages of editing a manuscript?
30. What are the common proof-reading marks? Explain
31. A good copy editor is a rare creature, an intelligent reader, a tactful and sensitive critic. Substantiate.

(12 x 2 = 24)