

Name :

Third Semester B.A. Degree Examination, January 2019
(Career Related First Degree Programme under CBCSS)
Group 2(a) : ENGLISH AND COMMUNICATIVE ENGLISH
Vocational Course – III
CG 1371 : Copy Editing
(2013 Admn. Onwards)

Time : 3 Hours

Max. Marks : 80

I. Answer **all** questions, **each** in a word or a sentence.

- 1) Define recto.
- 2) Expand ISSN.
- 3) Who is the quality control man in a publishing house ?
- 4) Process of printing from a raised surface is known as _____
- 5) Three points used to indicate an omission is called _____
- 6) What is a widow ?
- 7) What is meant by marginalia ?
- 8) What is legend ?
- 9) Define errata.
- 10) What is ascender ?

(1×10=10 Marks)

II. Answer **any eight**, **each** in a short paragraph **not** exceeding 50 words.

- 11) What is run on ?
- 12) 'He fed her cat food'. Point out the ambiguity in the statement.
- 13) Blurb of a book.
- 14) Explain multi authorship.
- 15) Preface of a book.
- 16) What is a polyglot edition ?

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- 17) What is a style sheet ?
- 18) Unsolicited manuscripts.
- 19) Explain the importance of a cover design.
- 20) Write a brief note on plagiarism.
- 21) What is substantive editing ?
- 22) What is copyright ?

(8×2=16 Marks)

I. Answer **any six, each** in a paragraph, **not** exceeding **100** words.

- 23) On-screen copy editing.
- 24) Author-publisher relationship.
- 25) Prelims of a book.
- 26) Reference aids of a book editor.
- 27) Significance of a House style.
- 28) Briefly explain footnotes.
- 29) Explain the legal and ethical concerns in book editing.
- 30) Editing children's books.
- 31) Elements of end-matter.

(6×4=24 Marks)

IV. Answer **any two, each** in about **300** words.

- 32) 'Copy editing is not a task to be completed, but an art to be enjoyed.' Discuss.
- 33) Write an essay on copy editor's interaction with other departments in the publishing house.
- 34) Write an essay on different types of typescripts.
- 35) What is proof reading ? Explain with illustrations of ten major proof reading symbols.

2×15=30 Marks)