SCHEME OF EXAMINATION

SEMESTER III

2013 admissions onwards

CAREER RELATED FIRST DEGREE PROGRAMME 2(a) (CBCS System) COMMUNICATIVE ENGLISH

Vocational Course III: COPY EDITING: CG 1371

Time: 3 hours

Total marks: 80

The examination contains four types of questions

I. Very short answer type.

10 questions covering all the four modules. Answer all the questions. Each question to be answered in a word or a sentence **Mark distribution:** $10 \times 1 = 10$ marks.

II. Short answers

8 questions out of 12 from all the four Modules Each question to be answered in a short paragraph not exceeding 50 words **Mark distribution: 8 x 2 = 16 marks.**

III. Short essays or paragraphs

6 questions out of 9 from all the four Modules. Each question to be answered in a paragraph not exceeding 100 words Mark distribution: $6 \times 4 = 24$ marks.

IV. Long essays.

2 questions out of 4 from all the four Modules. Each question to be answered in about 3 pages. Mark distribution: $2 \ge 15 = 30$ marks.

UNIVERSITY OF KERALA

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Model Question Paper

Time: Three hours

Maximum Marks: 80

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

- 1. Who is a typesetter?
- 2. Expand DPI.
- 3. Define LaTeX.
- 4. What is meant by libel?
- 5. What are typos?
- 6. What is meant by verso?
- 7. What is ISBN?
- 8. What all should appear on the title page of a book?
- 9. Name two style manuals.
- 10. What is PDF?

(10 x 1 = 10 marks)

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

- 11. Define copy-editing.
- 12. What is a folio?
- 13. What is meant by on-screen copy-editing?
- 14. What is a running head?
- 15. What is a blurb?
- 16. 'Hunting dogs can be deadly.' Point out the ambiguity in the statement.
- 17. What is meant by multi-authorship?
- 18. What all should appear on the spine of a book cover/jacket?
- 19. What is a glossary?
- 20. Bias and Parochialism.
- 21. Define Endnote.
- 22. What is meant by electronic conversion of manuscripts?

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

- 23. Define copy right.
- 24. Proof reading.
- 25. Ambiguity.
- 26. The MLA handbook.
- 27. Copy-editing illustrations.
- 28. Safety concerns in copy-editing.
- 29. Elaborate on the five C's of Copy-editing.
- 30. Substantive editing.
- 31. What are the preliminary steps involved in copy-editing?

(6 x 4 = 24 marks)

IV. Answer any two, each in about three hundred words:

- 32. How important is the copy-editor's interaction with the author?
- 33. What are the various legal aspects related to copy-editing?
- 34. What is a typescript? Explain in detail the various types of typescripts.
- 35. Discuss the need and significance of an in-house style manual.

(2 x 15 = 30 marks)