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 x 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 x 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 x 15 = 30 marks.
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.
22. What is meant by electronic conversion of manuscripts?

(8 x 2 = 16 marks)
III. Answer any six, each in a paragraph not exceeding 100 words

23. Define copy right.
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)