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Reg. No. : .....

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Third Semester B.A. Degree Examination, October 2019

Career Related First Degree Programme Under CBCSS

Group 2(a) : ENGLISH AND COMMUNICATIVE ENGLISH

Vocational Course : III

CG 1371 – COPY EDITING

(2013 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

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

1. What is a typescript?
2. Expand HTML.
3. What is substantive editing?
4. Why has XML become the industry standard?
5. What is CTP Technology?
6. What is a folio?
7. What is a leaf?
8. Define sub-heading.
9. What is the right of paternity?
10. What is ISBN?

(10 × 1 = 10 Marks)

P.T.O.

II. Answer **any eight** of the following questions in **one or two** sentences each:

11. What is a Footnote?

12. How should the folios be numbered?

13. What requires copyright permission?

14. What should appear on a jacket front flap?

15. What is meant by inclusive language?

16. What are SI units?

17. What are Ligatures?

18. What are the purposes of an index?

19. What is concord?

20. What is a glossary?

21. Point out the ambiguity in the following sentence:
I saw a man on a hill with a telescope

22. What is a hard-copy typescript?

(8 × 2 = 16 Marks)

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

23. What are the different types of typescripts?

24. Advantages of copyediting on screen.

25. Headings.

26. Various legal aspects in copy editing.

27. How does one decide on how much copyediting needs to be done?

28. Why is good copyediting invisible?

29. How do you check for completeness in a work after copy editing?

30. What are the five Cs of copyediting?

31. Write a short note on ambiguity.

(6 × 4 = 24 Marks)

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

32. What are the main aims of copyediting?

33. What are the different types of editing?

34. What is the copyeditor's role?

35. Write an essay elaborating the significance of an in-house style manual.

(2 × 15 = 30 Marks)