ST. SAINTS COLLEGE LIBRARY
THIRUVANANTHAPURAM

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Reg. No. : .....

Name : .....

Third Semester B.A. Degree Examination, January 2023

Career Related First Degree Programme under CBCSS

group 2(a): English and Communicative English

Vocational Course

CG 1371 — COPY EDITING

(2019 Admission onwards)

Max. Marks : 80

Time : 3 Hours

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

1. What does a copy editor do?
2. Expand SGML.
3. How does a copy editor check for consistency?
4. What is the difference between a page and a folio?
5. What is preliminary brief?
6. What is a folio?
7. What is a leaf?
8. Define derogatory?
9. What is false attribution?
10. What is plagiarism?

(10 × 1 = 10 Marks)

P.T.O.

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

11. Endnote.

12. Define libel.

13. Negligent misstatement.

14. Consistency of tone.

15. Importance of safety in copy editing.

16. What is meant by a blurb?

17. What are Ligatures?

18. What are neutral nouns?

19. What is parochialism?

20. Define glossary.

21. Point out the ambiguity in the following phrase Free zoos.

22. What is an Arabic numeral called?

23. When is a work usually out of copyright?

24. What is Acknowledgement?

25. What is in the spine of the Jacket and cover?

26. How should folios be numbered?

(8 × 2 = 16 Marks)

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

27. Write a note on The MLA Handbook as a style manual.

28. Advantages of copyediting on screen.

29. Foreign words and phrases.

30. Various legal aspects in copy editing.

31. What is proof reading?

32. Comment on italics.

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

34. The XML Typescript.

35. Write a short note on ambiguity.

36. Substantive editing.

37. Proofreading

38. Preliminary steps in copyediting.

(6 × 4 = 24 Marks)

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

39. Why is copyediting important?

40. Why should the copy editor interact with the author?

41. Analyse the copy editor's role in the production process.

42. Define the various typescripts.

43. What is the need of an in-house style manual?

44. The five C's of copy-editing.

(2 × 15 = 30 Marks)