



**QP CODE: 25019992**

**Reg No** : .....

**Name** : .....

**B.A DEGREE (CBCS) ) REGULAR/ IMPROVEMENT/ REAPPEARANCE / MERCY  
CHANCE EXAMINATIONS, FEBRUARY 2025**

**Fourth Semester**

B.A English Language and Literature Model II Copy Editor

**Vocational Course - EN4VOT06 - THE TECHNIQUE OF COPY EDITING**

2017 Admission Onwards

1015975B

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What is copy editing?
2. Explain 'verso'.
3. What is a picture credit?
4. What is fact- checking?
5. What are em rules?
6. What is corrigenda?
7. What should be the order of index?
8. What is an appendix?
9. Explain short title syste.
10. Explain f' Festschrift'.
11. Explain transliteration.
12. What is a widow?

(10×2=20)

**Part B**

*Answer any **six** questions.*

*Each question carries **5** marks.*



13. What are different types of typescripts?
14. Write a note on author - publisher relationship.
15. What are line illustrations?
16. How do you mark corrections while proof reading?
17. Explain hyphenation.
18. How will you prepare the verso of title page?
19. How do you prepare an index?
20. Explain preliminary pages.
21. Explain endnotes.

(6×5=30)

### **Part C**

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Describe what editing does to a copy.
23. Define author-editor interaction. How is it achieved?
24. Explain the importance of house style in editing.
25. Explain the principles of copy editing.

(2×15=30)

