



QP CODE: 24027564



24027564

Reg No : .....

Name : .....

**B.A DEGREE (CBCS) REGULAR / IMPROVEMENT / REAPPEARANCE  
EXAMINATIONS, OCTOBER 2024**

**Third Semester**

B.A English Language and Literature Model II Copy Editor

**VOCATIONAL COURSE - EN3VOT07 - COPY EDITING AN OVER VIEW**

2017 Admission Onwards

D1EE30DC

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

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

1. What is galley proof?
2. What is pre-publication?
3. What is ghost writing?
4. What is a manuscript?
5. What are Running Heads?
6. How do we regard a man who does not possess good memory?
7. What is transliteration?
8. What is libel?
9. What is a dummy book?
10. Explain gloss.
11. Explain Epigraph.
12. Explain verso.

(10×2=20)

**Part B**

*Answer any **six** questions.*

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





13. What are the qualities of an editor?
14. How to edit educational material?
15. How do you prepare a Style Manual?
16. How will you prepare an Index?
17. Write a note on preparing textbooks for children.
18. What are the standard uses of capitalization?
19. What is the importance of paying attention to safety in house style?
20. Explain the importance of language in editing.
21. Explain the objectives of good typography.

(6×5=30)

### **Part C**

*Answer any **two** questions.  
Each question carries **15** marks.*

22. Write an essay on copy editing process.
23. Discuss the roles and duties of a copy editor in an organization.
24. What are the common proof reading marks?. Explain.
25. Write an essay on balancing editorial priorities and preferences with market demands.

(2×15=30)

