

**PGDBP**

**POST GRADUATE DIPLOMA  
IN  
BOOK PUBLISHING**

**ASSIGNMENT  
(For July 2024 and January 2025 Sessions)**

**MBP 007  
EDITING TEXTBOOKS**



**School of Humanities  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068**

**ASSIGNMENTS FOR  
POST GRADUATE DIPLOMA IN BOOK PUBLISHING (PGDBP)  
MBP 007: EDITING TEXTBOOKS**

**Programme: PGDBP  
Course Code: MBP 007/TMA/2024-25**

Dear Learners,

You are required to do one assignment for each Course (Courses 1-7) of the PG Diploma in Book Publishing. Each assignment is a Tutor Marked Assignment (TMA) and carries 100 marks. Each assignment covers the entire course.

**Aims:** This TMA is concerned mainly with assessing your application and understanding of the course material. You are not required to reproduce chunks of information from the course material but to apply the information you have acquired during the course of study. This assignment aims to teach as well as to assess your performance. Please ensure that you read all the units of the course. Do make points as you go along. If there is anything you do not understand, please ask the Counsellors at your Study Centre for clarification. Once you are able to do the assignment satisfactorily, you will be ready to take the Term-end exam with confidence.

**Instructions:** Before attempting the assignment, please read the following instructions carefully.

1. Read the detailed instructions about the assignment given in the Programme Guide.
2. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
3. Write the Course Title, Assignment Number and the Name of the Study Centre you are attached to, in the centre of the first page of your response sheet(s).

The top of the first page of your response sheet should look like this:

---

**ENROLMENTNO.....**  
**NAME.....**  
**ADDRESS.....**  
**COURSE TITLE:**  
**ASSIGNMENT NO:**  
**STUDY CENTRE:**  
**DATE:**

---

4. Use only A4 paper size for your assignment and tag all the pages carefully.
5. Write the relevant question number with each answer.

6. You should write the answer in your own handwriting.
7. **Submission:** The completed assignment should be sent to the Coordinator of the Study Centre allotted to you **by 31<sup>st</sup> March, 2025 (for June exam 2025) and 30<sup>st</sup> September, 2025 (for December exam 2025)**. Please read the instructions given in your Programme Guide. Now read the following guidelines carefully before answering the questions.

Now read the following guidelines carefully before answering the questions.

### **GUIDELINES FOR TMAs**

You will find it useful to keep the following points in mind:

1. **Planning:** Read the questions carefully. Go through the points on which they are based. Make some points regarding each question and then rearrange these in a logical order. And please write the answers in your own words. Do not reproduce passages from the units.
2. **Organisation:** Be a little more selective and analytic before drawing up a rough outline of your answer. In an essay-type question, give adequate attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question. In the course of your answer, you may like to make references to other texts or books as this will add some depth to your analysis.

**Make sure that your answer:**

- (a) is logical and coherent;
  - (b) has clear connections between sentences and paragraphs;
  - (c) is written correctly giving adequate consideration to your expression, style and presentation;
  - (d) does not exceed the number of words indicated in the question.
3. **Presentation:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasize.

**Remember that you must submit your assignments before you can appear for the Term End Exams. Please remember to keep a copy of your completed assignment, just in case the one you submitted is lost in transit.**

**Good luck with your work!**

**ASSIGNMENT**  
**MBP- 007: Editing Textbooks**

**Programme: PGDBP**  
**Assignment Code: MBP 007/TMA/2024-25**  
**Maximum Marks 100**

**Answer Any Five Questions.**

**All questions carry equal marks. (350-400 words for 20 marks and 200 words for 10 marks)**

1. Discuss the ethical considerations involved in the editing process of academic textbooks. Justify your points with relevant examples. 20
2. Write a detailed essay on the impact of technology on textbook editing practices in the 21st century. 20
3. Elaborate the issues of English language and vocabulary from editing textbooks point of view? 20
4. What are the common pitfalls editors encounter when editing literature for children? Provide examples to illustrate your points. 20
5. Write notes on any two of the following topics: (About 200 words each) (10x2)
  - a. The role of illustrations in enhancing textbook content
  - b. The challenges of editing textbooks in a multilingual context
  - c. The process of evaluating textbooks for educational effectiveness
6. Examine the role of editorial style guides in maintaining consistency in textbook publications. Provide examples of commonly used style guides. 20
7. Analyze the influence of government regulations on textbook editing and publication in India. 20
8. Explain the unique competencies required in the process of editing scientific and technical textbooks.? 20
9. Discuss the strategies of editing competitive textbooks. 20
10. Write short notes on any two of the following (400 words each): 10 x 2 = 20
  - a) Editing Competitive Textbooks
  - b) Editing Fiction and non-fiction
  - c) Editing Teacher Support Materials