

00981

**POST GRADUATE DIPLOMA IN BOOK  
PUBLISHING**

**Term-End Examination**

**December, 2011**

**MBP-002 : EDITING AND PRE-PRESS**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :** *This paper has five compulsory questions. All questions carry equal marks. Attempt each question in 300-350 words unless otherwise instructed.*

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1. Discuss the qualities and qualifications desirable 20  
in an editor, giving reasons for your views.

**OR**

Describe the editor-author-publisher relationship, stressing on the importance of a good working relationship.

2. Discuss the three types of style formal, informal 20  
and colloquial. Explain which style suits text  
books, creative works and news letters.

**OR**

Describe the new skills needed by both authors and publishers using appropriate examples.

3. Why is it necessary to keep track of what is happening to a manuscript ? Illustrate your answer. 20

OR

Discuss the importance of copy marking. Why should the entire manuscript be marked ?

4. "For the purpose of design, a book cover has three parts". Discuss with reference to *either* a text book or a book of fiction. 20

OR

What are the points to keep in mind, while making the layout of any publication ? Discuss with reference to any *one* kind of publication.

5. Attempt *any two* of the following in 150 - 200 words each : 10+10=20
- (a) Importance of proof reading
  - (b) Convergence of editorial functions
  - (c) Utility of text-breakers
  - (d) What is a dummy ?
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