

**POST GRADUATE CERTIFICATE IN  
COPY-EDITING AND PROOF-READING  
(PGCCP)**

**Term-End Examination**

**June, 2010**

**MBPI-003 : CONVENTIONAL COPY-EDITING  
AND PROOF-READING**

*Time : 3 hours*

*Maximum Marks : 100*

- 
- Note :** (i) *All questions are compulsory.*  
(ii) *All questions carry equal marks.*  
(iii) *Answer each question in 300 to 350 words.*
- 

1. How important is it to consult the author, in the process of publishing his/her work ? What are the concerns and how can they be taken care of ? 20

**OR**

What is the role of the editor in publishing fiction ?

2. What parameters should be kept in mind while editing books for children ? 20

**OR**

What parameters should be kept in mind while editing technical books ?

3. Discuss the qualities required to edit a newspaper ? 20

OR

Highlight the two broad sections of the editorial department of a newspaper.

4. What are surface flaws ? What should one keep in mind while looking for surface flaws ? 20

OR

What are the tasks that need to be done while checking the first and the second proofs ?

5. Write short notes on *any two* of the following : 2x10=20
- (a) Capitalization and Lower Case
  - (b) Spacing, Closing up and Deletion
  - (c) Hyphen and Dash
  - (d) Mixed symbols
-