

**POST GRADUATE DIPLOMA IN  
BOOK PUBLISHING**

**Term-End Examination**

01381

**December, 2017**

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

*Time : 3 hours*

*Maximum Marks : 100*

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***Note :** This question 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 process of evaluation of a manuscript. 20

**OR**

What is 'Production Schedule'. Draw a sample production schedule.

2. Discuss 'Copy Editing' and its importance. 20

**OR**

Proof-reading is not just reading, it is a very critical look at the pre-printed documents. Discuss with examples.

3. Draw a rough sketch of a layout of an A4 page having two columns, heading, sub-heading and at least one illustration. 20

**OR**

There are five parts in a 'Dust-Cover' of a hard bound book. Draw a rough cover design giving a small note on each part [Book size : A4].

4. Draw a checklist for Copy Editing. 20

**OR**

Discuss Newspaper Layout.

5. Write short notes on any **four** of the following in 100 to 150 words each : 4×5=20

- (a) Good Copy
  - (b) Text Breakers
  - (c) CRC
  - (d) Font Size
  - (e) 'Spine' – in a Book Cover
  - (f) Commissioning Editor
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