

No. of Printed Pages : 2

MBP-003

**POST GRADUATE DIPLOMA IN BOOK
PUBLISHING (PGDBP)**

Term-End Examination

December, 2023

**MBP-003 : PRODUCTION AND EMERGING
TECHNOLOGIES**

Time : 3 Hours

Maximum Marks : 100

Note : (i) *This question paper has **five** compulsory questions.*

(ii) *All questions carry equal marks.*

(iii) *Answer each question in **300-350** words, unless otherwise instructed.*

1. “The process of book production converts the author’s manuscript into a book.” Elaborate with suitable illustrations. 20

Or

Write a note on the four steps of production—designing, typesetting, printing and binding.

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2. Discuss the preliminary pages or front matter of a book. 20

Or

Differentiate between books and magazines by using columns.

3. Discuss the utility of Desk Top Publishing and its disadvantages. 20

Or

What are the two parts of a costing sheet ? Elaborate.

4. What are some of the materials that can be used to prepare book covers ? Discuss. 20

Or

Write a note on the utility of software for word processing, briefly discussing some common programs.

5. Write short notes on any *two* of the following in **150-200** words each : 10 each

(a) Organisational chart of a Production Department

(b) Designing the text

(c) Back matter

(d) Casting off

(e) Factors in paper selection

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