

00860

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

Term-End Examination

December, 2010

MBPI-001 : INTRODUCTION TO EDITING

Time : 3 hours

Maximum Marks : 100

Note : This paper has five questions. All questions are compulsory and carry equal marks. Answer each question in 300–350 words unless otherwise stated.

1. Distinguish between copyediting and proofreading with appropriate examples. 20

OR

What are the responsibilities of a proofreader ?
Explain.

2. What do you understand by copyediting responsibilities ? Elaborate. 20

OR

What does a copyeditor not do ? Explain with examples.

3. What is a dummy and why is a dummy prepared ? Explain. 20

OR

How can one make an article attractive ? Discuss with examples.

4. What are the pitfalls of re-writing copy ? Elaborate. 20

OR

Describe what is a style manual and explain its usefulness in a publishing house ?

5. Write short notes on *any two* of the following : 10+10=20
- (a) Electronic word processing tools.
 - (b) DTP.
 - (c) Qualities of a copy editor.
 - (d) House style.
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