00970

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

Term-End Examination

December, 2010

MBPI-002 : LANGUAGE EDITING AND MANUSCRIPT PREPARATION

Time : 3 hours   *Maximum Marks : 100*

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

1.   "A sentence is not a group of words randomly put together, but an ordered string which follows certain rules". Discuss.   **20**

OR

What do you understand by the term 'readability' ? What are the factors that influence the readability of a text ?

2.   What are the two types of news copy ? Do you think editing these different types of news copy requires different approaches ?   **20**

OR

Discuss the specifications for abbreviations, capitalisation and italics with reference to House style.

3. Briefly describe the different kinds of layout.   20

OR

What are the main aspects to be covered by typesetting instructions ?

4. Discuss the ways in which the computer can help in the work of the illustrator.   20

OR

You have been asked to design the cover for a book on Indian mythology, meant for young readers (aged 6 – 10 years). What aspects of cover design would you keep in mind while designing the cover ?

5. Write short notes on *any two* of the following in *150 – 200* words each.   10+10=20

    (a) Desktop Publishing.

    (b) Word formation processes.

    (c) Copy marking.

    (d) Parts of a book and their relevance to Press instructions.

    (e) Cross References.