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

Term-End Examination

December, 2010

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

Time : 3 hours

Maximum Marks : 100

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- Note :** (i) *All questions are compulsory.*
(ii) *All questions carry equal marks.*
(iii) *Answer each question in 300 to 350 words unless otherwise stated.*
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1. What is vanity publishing ? Discuss it with reference to literary agents, editor's role and the responsibilities of the author and the publisher. 20

OR

Do you think that the publisher is dependent on the author and the editor ? Do you agree ? Justify your answer.

2. What is the difference between dailies and magazines ? Discuss it with appropriate examples. 20

OR

Discuss the importance of 'visualisation' for a magazine editor.

3. What do you understand by proof reading symbols? Discuss the importance of the two kinds of marking in proof reading. 20

OR

Discuss the importance of paragraphing and indentation in proof reading.

4. What should a proof reader keep in mind while marking corrections ? 20

OR

Discuss the responsibilities of a proof reader while checking page proofs.

5. Write short notes on *any two* of the following : 2x10=20
- (a) Literary Agents.
 - (b) Commissioning Editors.
 - (c) Type of publications.
 - (d) Importance of scheduling.
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