

00929

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

Term-End Examination

June, 2010

MBPI-001 : INTRODUCTION TO EDITING

Time : 3 hours

Maximum Marks : 100

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

1. Discuss the three types of editing done by an editor with appropriate examples. 20

OR

What do you understand by processes of editing ? Elaborate.

2. How is the progress of a manuscript tracked ? Explain in detail. 20

OR

How and why should references used by an author be checked ? Whose ultimate responsibility is the consistency and accuracy of references ?

3. What are 'subbing marks' ? Why should all copy editors use the same marks ? 20

OR

What are the primary sources that editors can use as reference material ? Discuss with examples.

4. Describe what a copy editor does not do and explain why ? 20

OR

Distinguish between Dok Editions and book editions with examples.

5. Write short notes on *any two* of the following : 20
- (a) Proof reader's role (10+10)
 - (b) Copy editor's role
 - (c) Copyright
 - (d) Re-writing 'copy'
