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

Term-End Examination

June, 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. Discuss with suitable examples, the important word formation processes in the English language. 20

OR

"Meaning does not reside in the text alone, but is a product of the interaction of reader and text." Explain with appropriate examples.

2. Identify the major punctuation marks and show how they improve the readability of a text. 20

OR

In your opinion, how is editing fiction different from editing news copy and other forms of non-fiction ?

3. Explain the term 'typography'. Which are the major type groups? 20

OR

How does a copy editor prepare a manuscript for printing?

4. Discuss with examples, the major aspects to be considered while designing covers for different types of magazines. 20

OR

Illustrations can be of different types and each type creates a different effect in a book. Do you agree? Substantiate your view.

5. Write short notes on *any two* of the following in 150-200 words each : 10+10=20
- (a) Hard news
  - (b) Technical specifications and House style
  - (c) Kinds of Layout
  - (d) Press Instructions
  - (e) Editing Illustrations