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

00512

Term-End Examination

June, 2010

MBPI-004 : ELECTRONIC COPY-EDITING AND PROOF-READING

Time : 3 hours   *Maximum Marks : 100*

*Note : This paper has 5 **compulsory** questions. All questions carry **equal** marks. Attempt each question in **300-350** mark unless otherwise stated.*

1. What is the function cycle of a computer ? Discuss   **20**
    in detail, either a keyboard or a VDV of a typical
    computer.

    OR

    Discuss in detail the five types of operating
    systems of a pc.

2. Distinguish between DTP versus conventional   **20**
    printing and explain why the desk top printer
    cannot replace the conventional printing press.

    OR

    What are the variety of ways in which a document
    can be viewed ? Elaborate.

3. How does a pc help in managing document ? **20**
Explain with examples.

OR

What are some of the options offered by a pc in formatting a text ? Discuss any two with examples.

4. Discuss the differences between type setting and **20** word processing. Why should any publishing professional know about both the processes ?

OR

What are the limitations of word processors in performing specific publishing task ? Elaborate.

5. Briefly discuss *any two* of the following in **20** 200-250 words : **(10+10)**

(a) The brain behind the computer.

(b) Advantage of using a pc in document editing.

(c) Limitations of spell and grammar check function in MS Word.

(d) Difference between editorial process and publishing process.

(e) Convergence of editorial functions.

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