

MBPI-002

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

**Term-End Examination**

**December, 2008**

**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.*

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1. Discuss the essential elements of an English sentence,  
giving at least five examples of each constituent  
element.

20

**OR**

Explain the term 'comprehension' and consider its  
significance in the reading process.

2. What is meant by “copy marking” ? In what way does it help in preparation of a manuscript for publication ? 20

**OR**

Discuss the various types of instructions for the press bringing out their relevance in the publishing process.

3. What are the major punctuation marks ? Give examples to show how the proper usage of punctuation can improve the readability of a text. 20

**OR**

What do you understand by technical specifications with reference to house style ? Explain with suitable examples.

4. What is meant by ‘design’ and ‘layout’ ? Briefly describe the different types of layout. 20

**OR**

You are responsible for designing the cover of a story book for young readers aged 6 – 10 years. What aspects of cover design would you keep in mind while performing this task ?

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

- (a) Factors affecting the readability of a text
- (b) Printing processes
- (c) The major type groups
- (d) Editing illustrations

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