

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
BACHELOR OF SCIENCE HONOURS DEGREE IN PUBLISHING
PART I SECOND SEMESTER MAY 2013 EXAMINATIONS

IPU 1204 COPY-EDITING: THEORY AND PRACTICE I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER QUESTION 1 AND ANY THREE QUESTIONS.
 2. QUESTION 1 CARRIES 40 MARKS AND THE REST CARRY 20 MARKS EACH
 3. IMPORTANCE IS ATTACHED TO ACCURACY, CLARITY OF EXPRESSION AND LEGIBLE HANDWRITING
-

1. COMPULSORY QUESTION

- a) Study the following three tables 1, 2 and 3 and suggest a way to combine them into one table.
Label your new table A. **(20 marks)**

TABLE 1 Department of Commerce & Law Degree Recipients, 2005-2007

Year	Bachelor's Degree	Master's Degree	PhDs
2005	656	78	8
2006	788	58	7
2007	882	118	12

Source: The Ministry of Higher & Tertiary Education, 2008, p10

TABLE 2 Department of Media Studies Degree Recipients, 2005-2007

Year	Bachelor's Degree*	Master's Degree	PhDs
2005	432	74	13
2006	928	54	12
2007	685	66	9

Source: The Ministry of Higher & Tertiary Education, 2008, p12

*Does not include students in the special 4-year programme

TABLE 3 Department of Science & Technology Degree Recipients, 2005 - 2007

Year	Bachelor's Degree	Master's Degree	Doctoral Degree
2005	287	44	7
2006	345	32	12
2007	445	28	10

Source: The Ministry of Higher & Tertiary Education, 2008, p15

- a. Discuss each of the following graphs highlighting the key areas of copyediting when dealing with each of them:
 - (i) Pie chart (4 marks)
 - (ii) Bar graph (4 marks)
 - (iii) Line graph (4 marks)
 - (iv) Scatter graph (4 marks)
 - (v) Glyph (4 marks)

2. Identify and discuss the circumstances in which a copyeditor will be expected to apply heavy copyediting. (20 marks)

3. Answer exercises 3A, 3B and 3C on the attached copy.

4. Define and briefly explain the role of the following copyediting related tasks:
 - a) Mechanical editing (4 marks)
 - b) Content editing (4 marks)
 - c) Language editing (4 marks)
 - d) Type-coding (4 marks)
 - e) Cleanup (4 marks)

5. Just because it bothers you, does not mean it is wrong. Discuss how an editor arrives at the editorial decisions she/he makes when copyediting. (20 marks)

6. The four areas of concern in Publishing Law are libel, obscenity, copyright and privacy. Discuss, with the aid of examples, how a copyeditor deals with each. (20 marks)

END OF PAPER

QUESTION 3: STUDENT NUMBER:

3A. INSTRUCTION: Delete the wrong words from the following sentences. Also correct the sentences' style and possessive errors.

1. Three women, all (alumna/alumni/alumnus) of the college, (adviced/advised) the officials to (altar/alter) (their/ there/they're) plans.
2. The (principal/principle) said her (role/roll) in maintaining school discipline is (miner/minor).
3. (Fewer/less) than a dozen (statues/statutes) were erected at the (cite/sight/site).
4. Attorneys warned that the city (ordinance/ordnance) is (liable/libel) to cause more (decent/descent/dissent).
5. (Irregardless/regardless) of (weather/whether) the (phenomena/ phenomenon) is unusual, the firms stockholders want to protect (their/there/they're) investment.
6. The mass media (are/is) likely to (affect/effect) the teams (moral/morale).
7. The play, (entitled/titled) "Never, Never," was banned by Soviet (censors/censures) until the author (altared/altered) a controversial scene.
8. The mayors (aid/aide) favors the plan but warned that (its/it's) likely (to/too) seem (bazaar/bizarre).
9. A (burglar/robber/swindler/thief) broke into the (principals/ principles) garage and took a (canvas/canvass) tent.
10. Each year, thousands of (people/persons) (emigrate/immigrate) (to/too) the United States.
11. The banks (trustee/trusty) said he wants to (ensure/insure) its success (because/since) thousands of (people/persons) depend upon (its/it's) services.
12. They are (confidant/confident) that the enemys (naval/navel) forces will (loose/lose) the battle.
13. A (marshal/marshall) predicted that the evidence will (ensure/ insure) the mans conviction for (liable/libel).
14. They want (to/too) know (who's/whose) public opinion (pole/ poll) is most reliable.
15. The (forth/fourth) person to (decent/descent/dissent) said he lives in the state (capitol/capitol) and objects (to/too) (its/it's) new (ordinance/ordnance).
16. He (hanged/hung) the painting in his home but said (its/it's) larger (than/then) he expected.
17. The student is not (adapt/adept/adopt) at mathematics, and his adviser (implied/inferred) that he is (liable/libel) to fail.
18. He wants to (lay/lie) down for a few minutes, (than/then) address the 1,000 (envelopes/envelops).
19. He accused the schools (trustee/trusty) of (inciting/ insighting) a riot among (its/it's) thousands of (alumna/ alumni/alumnus).
20. Seventeen (people/persons) obtained copies of the (calendar/calender) before anyone noticed (its/it's) (miner/minor) errors.

(10 marks)

3B. INSTRUCTION: Rewrite these sentences, keeping related words and ideas together.

Correct all other errors you may find in the sentences.

1. He was charged with shooting his girlfriend, Sandra Marrston, 33, a waitress at Freddy's Inn, 410 Lakemont Ave., in the arm.
2. She married her high school sweetheart, David Garner, in Greenville, North Carolina, on Jan. 3, 2005, who works as a tennis instructor.
3. To help the disabled children, she begged the congregation at her church in a speech to donate the money they need for medical care Sunday evening.
4. The good samaritan, described by witnesses as a man, approximately 35 years of age, 5 ft. 8 in. tall, with dark brown hair, who save the child from the fire, was driving a honda civic.
5. She said that if a student fails two or more subjects, is frequently absent, has discipline problems, and shows signs of low self esteem, loneliness or stress, that youngster is at high risk of dropping out of high school.

(5 marks)

3C. Re-write these sentences in parallel form, correcting any other errors in grammar spelling or style.

1. He was charged with drunken driving and an expired drivers license.
2. Her injuries include a broken left arm, permanent blindness in her left eye, an 84-day hospital stay and bills exceeding \$240,000.
3. To join the club, one must be a sophomore, junior or senior; studying journalism; be in good academic standing; and have demonstrated professional journalistic ability.
4. She said the other advantages of owning her own business include being independent, not having a boss, flexible hours and less stress.
5. Under the conditions of her probation, the teenager must obey her parents, complete her high school education, not possess drugs or associate with people who do, and she is restricted from drinking alcohol.

(5 marks)