



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF PUBLISHING STUDIES

COPY EDITING: THEORY AND PRACTICE I

IPU 1204

Part 1 Second Semester Supplementary Examination Paper

July 2016

This examination paper consists of 3 pages

Time Allowed: 3 hours

Total Marks: 100

Special Requirements: None

Examiner's Name: Ms. E.C. Chingono

INSTRUCTIONS TO CANDIDATES

1. Answer question 1 and any other three (3) Questions
2. Question 1 carries 40 marks and each of the other questions carries 20 marks
3. Importance is attached to accuracy, clarity of expression and legible handwriting

MARK ALLOCATION

| QUESTION | MARKS |
|-----------------|--------------|
| 1. | 40 |
| 2. | 20 |
| 3. | 20 |
| 4. | 20 |
| 5. | 20 |
| 6. | 20 |

1. Copy edit the attached copy of 1 page. **(40 marks)**

2. With the aid of examples, examine the following:
 - i. House style
 - ii. Style sheet
 - iii. Author's style **(20 marks)**

3. Assess the notion that, 'The 5 (five) Cs of copy editing ensure the production of an error-free publication.'
(20 marks)

4. Discuss the following author's styles, bringing out what editors look out for in each case:
 - i. Expository style
 - ii. Descriptive style
 - iii. Persuasive style
 - iv. Narrative style **(20 marks)**

5. Analyse any 4 (four) types of editors, bringing out their roles and responsibilities in editing.
(20 marks)

6. Compare and contrast substantive and baseline editing. **(20 marks)**

IPU 1204: Copy Editing: Theory and Practice I

Supplementary Examination Extract

Question 1

Student Number.....

INSTRUCTIONS

- **Using the proper copy-editing symbols, both in-text and on the margins, correct the errors in the following story.**

Girl Scouts

thecountys Girl Scout Council no loonger will accept any checks during its annual cookie sale-a-thon.

During its last sale-a-thon, the council lost \$4,284 due to worthlesschecks.

“That may not sound like a lot, but its a serious loss for us,” said Linda Goree, the Girl Scoust county executive. “It cuts into our profits, but al so wastes too many hours of our timme.”

Next year, Goree said, thecountys Girl Scouts will accept only cash

Two factors agravated the prov problem during the scouts last sale-a-thon, Goree continued. first, more pepople paid by check. Second, a larger percentage of the checks teh Girl Scouts received bounced.

“Some people pay by check beause they don’t have the cash,”Goree said. “Or, they want to place a large order. We have people who place orders for \$100 or more, and thospeople are especially likely to pay by check. we also receive checks for a little as one or two dollars.” Scout leaders call people who signed the checks that bounce and, in most cases,ask them to mail neW checks to the cty. office. The scout leadesr are unable to reach everyone, however. Smoe People have moved. Other s do not have telephones—or do not seem to answer their tele phones.

“usuallyits an honest mistake, adandpeople are embarrassed when we call them,” Goree said. “THEy want to take care of the problem right away. Other people say they want to pay but dont have the money, and we can usually work something out with them. Unfortunately, there are other people who get mad at us, like its our fault or something, and refuse to pay. Or, they write new checks that also bounce. It puts our leadess in a terrible situaton. A Girl Scout leadershouldn’t have to deal with problems like that. Also, its not a good situation or example for our girls, and that’s the reason for our ne w policy, why we’ll no longer accept any checks.

(40 marks)

END OF PAPER