



**NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMUNICATION AND INFORMATION SCIENCE**

**DEPARTMENT OF PUBLISHING STUDIES**

**COPY EDITING: THEORY AND PRACTICE II**

**IPU 2104**

**Part II First 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: Miss. 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**

<b>QUESTION</b>	<b>MARKS</b>
1.	40
2.	20
3.	20
4.	20
5.	20
6.	20

1. Copyedit the attached extract of 1 page (on page 3). Afterwards pull out the extract and fasten to your answer booklet. **(40 marks)**
  
2. Explain the following with regards to stylistic editing:
  - i. Reducing wordiness
  - ii. Editing captions and illustrations
  - iii. Preparing preliminary pages
  - iv. Adjusting language level **(20 marks)**
  
3. Critique the notion that copy editing focuses on the publisher's style, the author's preferences and the needs of the intended reader of the publication. **(20 marks)**
  
4. Examine the view that editors are the link between the intended readership and various other stakeholders involved in the production of books. **(20 marks)**
  
5. Explore the following in relation to copy editing:
  - i. Indexing
  - ii. Referencing
  - iii. Casting off
  - iv. Sequencing of material **(20 marks)**
  
6. Critique the assertion that market research is a fundamental part of the editorial process, bringing out how editors benefit from it. **(20 marks)**

**IPU 2104 COPY EDITING: THEORY AND PRACTICE II**  
**EXAMINATION PAPER 2016 EXTRACT**

**QUESTION 1a)      STUDENT NUMBER.....**

**INSTRUCTIONS**

- **The following story has a number of errors in style and clarity that need to be corrected. Read through it carefully and make any changes you believe are necessary (both in-text and on the margins) so that it will be clear to a reader.**
- **Pull out the extract and attach it to your answer booklet.**

Flooding due to last night's rain storm, has damaged severely construction work on the city's newest radio station. WXXG, which was scheduled to go on air next month, has had its air date moved back at least a month, according to station spokesman Linda Rival. Miss Rival, who is also one of the station's co-owners and has been advertised as planning to be one of the station's diskjockeys, said the floods severely damaged the interior of the station and knocked down the half-completed tower. "We haven't determined the full extent of the damage," said Miss Rival, "but I'm sure it's going to be bad. She said the station would be delayed at least a month in going on the air. The flooding was caused by some heavy rains that fell throughout the state earlier in the week. Several homes and businesses in the area of the station, known as Flat Plains, was reported damaged. **(25 marks)**

QUESTION 1b) STUDENT NUMBER.....

**INSTRUCTIONS**

- Rewrite and set out the index provided correctly in your answer booklet, focusing on correcting then spelling, punctuation, arrangement of page numbers and the alphabetic order of entries

Abbreviations, 22,32,42 appendice,34, 39, artwok, 6, 14 camerah ready 88, , barcode 97  
bibliogarhy 44,52,88 brackets 39 cast oof 11 copywright 6,23 cover design 34 informetion 97  
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**(15 marks)**

**END OF PAPER**