



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 Examination Paper

May 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. Discuss any 5 areas you would consider when editing a webpage to ensure that it is web-friendly. **(20 marks)**

3. Argue the extent to which the following skills are critical to a copy editor:
 - i. Good language command
 - ii. Research skills
 - iii. Good communication skills
 - iv. Computer literacy
 - v. An eye for detail**(20marks)**

4. Evaluate the importance of a house style in copy editing. **(20 marks)**

5. Analyse any 4 (four) legal and ethical issues to be considered when copy editing. **(20 marks)**

6. Compare and contrast copy editing and proofreading. **(20 marks)**

IPU 1204: Copy Editing: Theory and Practice I

Main 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.**

Heroic Girl

While walking to school this moningmorning, an 11-year-old girl noticed a gunman robbing two clerkS in a convenence store on Colonial Drive

The girl, Kathryn Kunze of94 Jamestown Drive, ran to a nearby telepone, dialled 911, then returned to the store and noticed an empty car parked naearbywithits motor running. shereachedd inside, shut off the car’s motor and took the keys.

“Imagine what the rober thought when he ran out of the storee, jumped into HIS car and realized the keys weregone,” said Sgt Tammy Dow. “She was one smart girl, and Brave, too.”

The Gunman went bavck into the stoer and asked the clerks there for the keys to there cars. Bothclerks, however, said that they had walked to work and did not own a car.

The gunman then walked to a nearby park, and the police Aarrested him there five minutse later.

William j. Chuey, 27, of 5710 Michigan Ave was charrged with armed robbery.

Police officers later questioned the girl at school. “I saw this man with a gun, just like on television” she said. “Then I saw thecar. It was running, and I just figured it was the robbers, so I took his keys and ran here.”

Kathryn’s mother, said she was p””proud—and frightened—by her daughters actions. “I am proud she thought so quickly,” Mrs Lauren Kunze said. “But I don’t want her to trfy anything like that ever again.” **(40 marks)**

END OF PAPER

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