



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

DEPARTMENT OF PUBLISHING STUDIES

COPY EDITING: THEORY AND PRACTICE III

IPU 4211

Part IV 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

- 1a) Copy edit the attached copy on page 3. **(30 marks)**
- b) Copy edit the extract on page 4. **(10 marks)**
2. Discuss any 5 (five) design considerations in copy editing. **(20 marks)**
3. Evaluate the significance of market research to a copy editor. **(20 marks)**
4. Compare and contrast the elements of a letter of intent and that of an author's contract. **(20 marks)**
5. Assess the notion that good copy editing saves the publisher a lot of unnecessary expenses. **(20 marks)**
6. Distinguish between online editing and manual editing, bringing out the impact of new technologies in copy editing. **(20 marks)**

IPU 4211: Copy Editing: Theory and Practice III

Supplementary Examination Extract

Question 1a)

Student Number.....

INSTRUCTIONS

- In the following passage, correct errors in relative clauses and relative pronoun clauses.
- Show corrections both in text and on the margins.

The QWERTY typewriter and computer keyboard, that is named for the first six letters on the left-hand side, was invented in the late nineteenth century. That keyboard came into common use precisely because it prevented typists which used it from typing fast. The typewriter keys which were used in those days became tangled if they moved too quickly so ,slow typing was actually beneficial. However, the situation soon changed. The typewriters which were more mechanically sophisticated and faster that were in use by the 1920s, so the QWERTY system was holding typists back instead of allowing them to type their fastest. At that time Dr. August Dvorak, whom taught at the University of Washington, began to research keyboard layouts.

Dr. Dvorak, of which his original plan was to create a keyboard that could be used by a one-handed typist, studied both the most common letters used in several languages and the physiology of the human hand. He applied this research to create a new layout for the keyboard. The Dvorak keyboard, which it has all of the most frequently used letters in the home row, increased typing speeds for experienced typists and was easy for beginners to learn. The time at when Dr. Dvorak completed his design was shortly before World War II, and a planned change from the QWERTY system to the Dvorak was put aside during the war. In the meantime, the QWERTY keyboard had become a tradition. However, users who the QWERTY system is troublesome for today have an option if they use modern computers, most of that allow users to shift to the Dvorak system if theier prefer it. Some Dvorak keyboard advocates believe that beginning typists should learn the Dvorak system, where common words are learned quickly, instead of the QWERTY system. Perhaps Dr. Dvorak's keyboard may yet become the standard of the future. **(30 marks)**

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Supplementary Examination Extract

Question 1a)

Student Number.....

INSTRUCTIONS

- **Identify and reduce wordiness in these sentences below.**
- **Rewrite the sentences in the spaces provided**

1. He was elected to the position of editor.

2. A total of seven persons attended the politician's speech.

3. The purpose of this article will be to examine the problems of students.

4. The car accident was due to the fact that the street was slippery.

5. The City Council last night voted to make an additional subsidy to the tune of \$35,000 for the continuation of bus service within the municipality.

6. He has been instrumental in the attempt to formulate plans for a new swimming pool.

7. The department chairman made it quite clear that he fully intends to request salary increases for all the subordinates within his department.

8. The suspect took to his heels and vanished into thin air despite the cordon of heavily armed police.

9. In the application of these procedures to the five branch offices, the recommendation is given that their implementation be made on a gradual basis.

10. It seems to me that the government should be able to work out some way to speed up the judicial process in the courts of our land.

(10 marks)

END OF PAPER

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