

**W1-2-60-1-6**

## JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

**UNIVERSITY EXAMINATIONS 2018/2019**

**YEAR 2 SEMESTER 1 EXAMINATIONS FOR THE DIPLOMA IN MASS COMMUNICATION**

**HSC 0204: COPY EDITING SKILLS**

**DATE: APRIL 2019 TIME: 1.5 HOURS**

**INSTRUCTIONS: ATTEMPT QUESTION ONE AND ANY OTHER TWO**

QUESTION ONE

a) Part of copy-editors’ role is to read proofs, but copyeditors are not proofreaders. Discuss (4 marks)

b) What do copy-editors look for in a news story? (4 marks)

c) Discuss the legal issues a copy-editor looks for in copy (6 marks)

d) State the meaning of the following terms in relation to copy editing:

i) Intro

ii) Folio

iii) Libel

iv) Catch line

v) Drop cap

vi) Accuracy (6 marks)

QUESTION TWO

a) Before taking up a job as a freelance copy-editor, you may want clarifications on a few concerns about the assignment. Discuss five of these (10 marks)

b) Are technological developments endangering the role of a copy-editor (10 marks)

QUESTION THREE

a) An editorial stylebook is the editor’s “bible”.

i) What is an editorial style book (2 marks)

ii) Why do editors need a style book (3 marks)

iii) What key components must a stylebook contain (5 marks)

b) Discuss any four types of editing (10 marks)

QUESTION FOUR

a) Use appropriate copy editing symbols to edit the passage attached to this question paper. (10 marks)

(Passage to be provided)

b) Rewrite the following sentences, correcting the mistakes in each of them. Use the English English (10 marks)

i) How will the ministers resignation effect the government plans

ii) Nairobi, the capitol of Kenya, is my least favorite town.

iii) When the ship left the shore, it had a full compliment of personal.

iv) Mwaura’s wallet had laid in the street two days.

v) The politician was censored for not being more discrete about his affairs.

vi) It is not the money, but principal that count.

vii) This time the government whip stepped to kerb the honorable members remarks.

viii) Mathai are one of Kiambu biggest retailers.

ix) Jane not her sister was the one who attended Kiriambu Girls schools.

x) We have a beautiful house then theirs?