



বিদ্যাসাগর বিশ্ববিদ্যালয়

**VIDYASAGAR UNIVERSITY**

**B.A. Honours Examination 2021**

(CBCS)

**4th Semester**

**LIBRARY AND INFORMATION STUDIES**

**PAPER—SEC2T**

*Full Marks : 40*

*Time : 2 Hours*

*The figures in the right-hand margin indicate full marks.*

*Candidates are required to give their answers in their own words as far as practicable.*

**SEC2T : DOCUMENT EDITING**

Answer any *two* questions.

2×15

1. Discuss the role of an editor of a journal in pre-publication stage.
2. Write a note on the functions of proof reading.
3. Discuss the role of publisher and author in publication process.
4. Enumerate the essential aspects of editing.

Answer any *one* question.

1×10

5. Describe the role of reviewing process.
6. Briefly write a note on the importance of readability and legibility.

—

### **SEC2T : CREATIVE WRITING**

Answer any *two* questions.

2×15

1. Discuss about the different writing skills for library and information services.
2. Give a brief account on the essential factors contributing to effective presentation of technical communication.
3. What are the various types of abstracts and how those are to be prepared?
4. Discuss the differences between creative writing and other writings.

Answer any *one* question.

1×10

5. Write down the different components of a good research paper.
6. Mention about the different processes of Literature Review.

—