



বিদ্যাসাগর বিশ্ববিদ্যালয়
VIDYASAGAR UNIVERSITY

Question Paper

B.A. Honours Examinations 2022

(Under CBCS Pattern)

Semester - IV

Subject: LIBRARY AND INFORMATION STUDIES

Paper: SEC 2-T

Full Marks : 40

Time : 2 Hours

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

The figures in the margin indicate full marks.

(Document Editing)

1. Answer any **four** from the following questions :

5×4=20

- (a) What duties of an editor are directly related to publishing a text?
- (b) Describe the role of a referee.
- (c) Briefly discuss the salient features of copy-editing.
- (d) Explain the role of dictionary in copy editing.
- (e) What are the meanings of different symbols used in proof reading?
- (f) Draw a comparative layout among substantive editing, style editing and copy editing.

2. Answer any *two* from the following questions :

10×2=20

- (a) Describe the necessary functions of an editor. 10
- (b) Explain the importance of different plagiarism software in the process of editing. How the software *grammarly.com* is used in editorial process? 4+6
- (c) What are the different formats for organization of references? Explain the role of style manual in the process of editing. 4+6
- (d) Distinguish between creative editing and substantive editing. Describe how quotations are formatted in the process of editing. 5+5

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OR

(Creative Writing)

1. Answer any **four** from the following questions : 5×4=20

- (a) Distinguish technical writing from creative writing.
- (b) Define Fog Index and Flesch Formula in the context of readership analysis.
- (c) Enumerate different types of office communication.
- (d) Explain how an oral presentation could ensure success.
- (e) Distinguish between direct and indirect response and feedback from the readers.
- (f) What are the characteristic features of 'Review Article' and 'Short Communication'?

2. Answer any **two** from the following questions : 10×2=20

- (a) Describe different types of corporate writing. 10
 - (b) What are the purposes of proposal writing? Describe different components of a proposal. 5+5
 - (c) Elucidate the detailed structure of a report. 10
 - (d) Discuss different types of correspondence. 10
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