

LAIKIPIA



UNIVERSITY

UNIVERSITY EXAMINATIONS

2ND SEMESTER 2023/2024 ACADEMIC YEAR

THIRD/FOURTH YEAR EXAMINATION FOR BACHELOR OF COMMUNICATION AND MEDIA STUDIES AND COMMUNICATION AND ENGLISH LANGUAGE STUDIES

COMM 325/CELS 424: EDITING AND DOCUMENT DESIGN

STREAM: R

TIME: 2 HRS

DAY: THURSDAY (11.30-1.30PM)

DATE: 11/4/24

THIS QUESTION PAPER CONSISTS OF TWO (2 PAGES)

PLEASE DO NOT OPEN UNTIL THE INVIGILATOR SAYS SO.



INSTRUCTIONS: SECTION A IS COMPULSORY. ANSWER ANY OTHER TWO QUESTIONS IN SECTION B.

SECTION A: COMPULSORY

QUESTION ONE (30 MARKS)

- (a) Briefly explain the process of editing. **(2marks)**
- (b) Explain **FOUR** roles of the editing department. **(8marks)**
- (c) Citing examples, discuss **FOUR** ways technology has assisted editing. **(8 marks)**
- (d) Elaborate **THREE** forms of editing. **(7marks)**
- (e) State **FIVE** functions of a copy editor. **(5marks)**

SECTION B: CHOOSE TWO QUESTIONS

QUESTION TWO (20 MARKS)

- (a) Explain **FIVE** limitations involved in the process of editing. **(10 marks)**
- (b) Explain **FIVE** qualities of a publisher. **(10 marks)**

QUESTION THREE (20 MARKS)

- (a) Discuss **TWO** categories of editing. **(10 marks)**
- (b) Explain **FIVE** processes involved in reviewing a manuscript. **(10marks)**

QUESTION FOUR (20 MARKS)

- (a) Explain **FIVE** main features of considered when doing page design. **(10 marks)**
- (b) Discuss **FOUR** challenges encountered page layout. **(10marks)**

QUESTION FIVE (20 MARKS)

- (a). Explain **FIVE** tenets of editing a manuscript. **(10 marks)**
- (b). Discuss **FIVE** factors considered when doing broadcast editing. **(10 marks)**

