



(University of Choice)

**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

MAIN CAMPUS

UNIVERSITY EXAMINATIONS

2023/2024 ACADEMIC YEAR

THIRD YEAR SEMESTER I EXAMINATIONS

**FOR THE DEGREE
OF
BACHELOR OF JOURNALISM AND MASS COMMUNICATION**

COURSE CODE: JMC 302

COURSE TITLE: EDITING FOR PRINT MEDIA

DATE: 11/12/2023

TIME: 3.00 pm-5.00 pm

INSTRUCTIONS TO THE CANDIDATE

Answer **ALL** the questions in **Section A** and **ONE** question in **Section B**.

TIME: 2 Hours

MMUST observes **ZERO** tolerance to examination cheating

This Paper Consists of 2 Printed Pages. Please Turn Over. ►

Section A: Answer all the questions

1. Edit the following news story. Use the attached proofreading/editing symbols. Provide also an appropriate headline for the story. (14 marks)

The victims bodies was was discover in in a tea plantation in chepsonoi on the eldoret-Kapsabet Highway in Nanndi Country yesterday

Panic have gripped taxi drivers eldoret, Uasin Gishu country after one off them was found murder murdered 5 days after went missing.

This is reports amid that police have un earthed a motor vehicle theftsyndicate in Kapsoya Estate in the town where the victims vehicle wa founded days after it ha been carjacked.

The vehicle a Toyota fielder was recovered covered on Sunday after days of tracking.

Colleagues said that moments before the father of four went missing missed she had been called by unknown peoples who need his services

He drove from his parking area in Trakadero in Friday 29th October 2023 after a brief conversation conversational with the would-be clients and that was the last time he was seen alive. Police and his fellow taxi drivers then launched a search for for him

would-be clients and that was the last time he was seen alive. Police and his fellow taxi drivers then

Uasin Gishu Police CommanderBnejmin Mwathi says two suspects were arrested in connection with to the stolen vehicle

He said the suspectes be arraigned in due cause after completion of investigations

Uasin Gishu Police CommanderBnejmin Mwathi says two suspects were arrested in connection with to the stolen vehicle

2. There are several errors in each of these sentences. Make all the necessary corrections. Do not alter words or word unless necessary. (8 marks)
- Its bad manners to except an invitation when your already committed to another function.
 - After trying in vain to contact you by phone, this letter will confirm your appointment as head of the english department.
 - The ladies' shoe department is on the first floor and the mens' are on the second floor.
 - When he announced the name of the winner so quickly, it supprised everyone.
3. Punctuate these sentences: (12 marks)
- The meeting was attended by the presidentWilliam Ruto the prime cabinet secretary Musalia Mudavadi the cabinet secretary for Health Susan Nakhumicha and thirty members of parliament
 - He did well in maths however his english marks were lower than expected
 - Did he ask Where is the post office
 - This is your final warning if you are late again you will be dismissed
 - Surely its possible for each task to take its turn isnt it
 - Is this your signature on the paper entitled butterflies of the south seas

Section B: Answer one (1) question only. (20 marks)

4. Explain the roles of the following people in publishing: (20 marks)
- Assignments editors
 - Public editor
 - Copy editor/sub-editor
 - Commissioning editor (20 marks)
5. Explain the three levels of editing for the print media. (20 marks)

PROOFREADER'S MARKS

Proofreader's marks are universally used symbols that point out and explain copy changes or errors. The symbols are used to show when something is to be taken out, added, or changed. Fig. 11-5 shows proofreader's marks. The following is a summary of the most common proofreading or editing marks:

1. The *period symbol* is a dot with a circle around it. The circle is needed so that the period is easier to identify. Just a dot could be missed by the typesetter.
2. The *carat* is a right-side up "V" or an inverted "V" and it shows where something must be added to the copy.

3. *Punctuation symbols*, such as commas, semicolons, apostrophes, etc., are denoted with a carat over or under the punctuation mark. If the punctuation goes near the bottom of the line, the mark (comma for example) is placed under the line and vice versa.
4. The *hyphen symbol* is usually a small line with a carat under it. Some readers use two small lines to represent a hyphen. Also, a small line with an "N" above or below it could be used for hyphen and a small line with an "M" above it is used as a *dash symbol*.
5. A *delete symbol*, for removing letters or words, is a distorted capital "S." This symbol varies slightly from person to person but consistency is helpful, Fig. 11-6.

PUNCTUATION		SPACING	
⊙	Period	#	Insert space
∩	Comma	eq #	Equalize space
⊙	Colon	⌒	Close up
∩;	Semicolon	STYLE OF TYPE	
∩'	Apostrophe	wf	Wrong font
⌒	Open quotes	lc	Lower case
∩'	Close quotes	cap	Capitalize
=/	Hyphen	u lc	Initial cap, then lower case
$\frac{1}{n} \frac{1}{m} \frac{2}{o}$	Dash (show length)	sc	Small capitals
()	Parentheses	c sc	Initial cap, then small caps
DELETE AND INSERT		rom	Set in roman
e	Delete	ital	Set in italics
⊙	Delete and close up	lf	Set in light face
out see copy	Insert omitted matter	bf	Set in bold face
stet	Let it stand	3	Superior character
PARAGRAPHING		3	Inferior character
¶	Paragraph	MISCELLANEOUS	
fl ¶	Flush paragraph	X	Broken type
1 2	Indent (show no. of ems)	∩	Invert
run in	Run in	↓	Push down
POSITION		Ⓢ	Spell out
⌒	Move right or left	/	Shilling mark (slash)
∩	Raise, lower	⋯	Ellipsis
ctr	Center	see l/o	See layout
fl L fl R	Flush left, right	? query	Query
==	Align horizontally		
	Align vertically		
tr ~	Transpose		
tr #	Transpose space		

Fig. 11-5. This chart gives some commonly used proofreader's symbols. Study them carefully. If you are going to be employed in graphic communications, you should understand proofing marks. Keep in mind that these marks will vary from facility to facility.