

**POST GRADUATE DIPLOMA IN**

**BOOK PUBLISHING**

**MBP-003 : PRODUCTION AND EMERGING**

**TECHNOLOGIES**

**ASSIGNMENT**

**(Based on Blocks1-4)**

**Programme: MBP**

**Assignment Code: MBP-003/TMA/20019-20**

**Max. Marks: 100**

**Answer all questions (500 words per answer unless otherwise indicated). All questions carry equal marks.**

**Answers all questions:**

1. Discuss the factors that are key to successful book designing.
2. Differentiate between hot composing and cold composing and briefly discuss each type.
3. Briefly describe the history of book binding with suitable examples.
4. List some common word processing programs and discuss the advantages of using such programs to prepare a manuscript for the printer.
5. Write short notes on any two of the following in about 150 — 200 words each : 10+10=20
  - (a) Importance of proof-reading
  - (b) How does DTP work ?
  - (c) Factors in the selection of paper
  - (d) Faults of binding