

COMMUNICATION 273  
INTRODUCTION TO EDITING  
SYLLABUS  
FASSIOTTO  
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**COURSE DESCRIPTION:** Introduction to the study of the principles and practice of editing and proofreading.

**COURSE OBJECTIVES:**

1. To provide an understanding of the editing process.  
To review grammatical and stylistic accuracy.
3. To review principles of clarity, specificity, logic, and organization as they pertain to editing.
4. To develop sensitivity in focusing content on audience.
5. To develop skill in organizing text based on knowledge of audience and message.

**COURSE COMPETENCIES:**

All written work must be typed.

All homework is due on the date for which it is assigned. No late work will be accepted.

Final grades will be lowered one half point for each day missed. Two unexcused absences will lower the final grade by a full grade point.

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The final grade for this course will be based on an average of all grades. Grades will be weighted as follows:

Quizzes	60% of the final grade.
Assignment 9	20% of the final grade.
Final assignment	20% of the final grade

These percentages and the number of assignments may change based on the needs of the students.

All reading assignments, except where otherwise noted, are found in *The Elements of Style*, Strunk and White (Boston: Allyn and Bacon, Fourth Edition, 2000), *The Associated Press Stylebook and Briefing on Media Law*. Cambridge, Massachusetts: Perseus Publishing, 2000, will be used as a primary reference guide.

WEEK	DATE	ASSIGNMENT	
1	8/31	DISCUSSION	Introduction The Editing Process Context Standard Editing Symbols
		READ	Chapter 1
2	9/7	DISCUSSION DUE	Usage Rules 1-6 Quiz 1
3	9/14	DISCUSSION DUE	Usage Cont. Rules 7-11 Quiz 2

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4	9/21	DISCUSSION READ	Words and EXPRESSIONS Commonly Misused Chapter 4 Quiz 3
5	9/21	DISCUSSION READ	Style CHAPTER 5 Rules 1-6 Quiz 4
6	9/28	DISCUSSION	Style Sentence Structure Interesting Language Rules 7-14 Quiz 5
7	10/5	DISCUSSION DUE	Style Rules 15-21 Quiz 6
8	10/12	DISCUSSION	Content Choice Audience Logic
9	10/19	DISCUSSION	Content Specificity Completeness
0	10/26	DISCUSSION READ	Organization Chapter 2 Rules 12-17 Quiz 7

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1 1	1 1 /2	DISCUSSION DUE	Organization Rules 17-22 QUIZ 18-22
1 2	11/9	DISCUSSION READ	ORGANIZATION Chapter 3
1 3	1 1/26	DISCUSSION	In-class writing assignments
1 4	1 1/23	THANKSGIVING HOORAY!!	
1 5	1 2/7	DISCUSSION	Presentation of final assignments Party!!!!