

Introduction to Editing Communication 274

Tuesday 5:30 - 8:30
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Course Description: Study in ~~the~~ practice of proofreading and a review of the principles of grammatical, stylistic and organizational accuracy of written work. Offered annually.

Course Goals:

1. To develop skill and accuracy as a proofreader.
2. To know how to recognize and correct the six most common grammatical errors.
3. To recognize the ~~ele~~ments of well written Standard English sentences.
4. To recognize five o rganizational patterns in English composition.
5. To understand the role of editing in communication management
6. To understand the role of culture in editing process.

Competencies and grading scale : There are eleven assignments for this course. The final grade will be determined by an average of all grades, with the final grade counting as five regular grades. To determine your grade at any time, simply assign each grade a number with and "A" being worth 12, an "A-" being worth 11 and so forth. Total up the numbers and divide by the number of assignments.

All work that involves your writing must be typed.

Assignments are due on the date given in the syllabus. Late assignments will not be accepted even with an excused absence. If you are not going to be in class, you may fax or email your assignment to me.

Attendance is required. A student must attend at least the two hours of a class to be marked present. 0.5 will be subtracted from the final average of your grade for each absence. Only near death experiences will serve as an excuse.

All readings are in *The Scott, Foresman Handbook for Writers*

WEEK/DATE	DISCUSSION	ASSIGNMENT
1 (8/28)	Introduction to the class? What is editing? What is language? <u>What is usage?</u> The well-crafted academic <u>essay</u>	
2(9/4)	WORDS • Denotation/Connotation • Status and Class • <u>Positive and negative diction</u> <u>diting tips</u>	Assignment One READ: • Kinds of Language (13)
3-(9/11)	• Abstract and concrete diction • Correct words • <u>Parts of speech</u> The basic news <u>story</u>	Assignment Two

WEEK/DATE	DISCUSSION	ASSIGNMENT
5(9/25)	<ul style="list-style-type: none"> Transitional sentences Style Grammar <ul style="list-style-type: none"> Subject-verb agreement Pronoun agreement <u>Pronoun reference shifts</u> Simple Feature Stories 	Assignment Four READ: <ul style="list-style-type: none"> Grammar (Section V)
6 (10/2)	Parallelism Dangling and misplaced modifiers Parallelism <ul style="list-style-type: none"> <u>Punctuation</u> Editin Feature <u>Writing</u>	Assignment Five READ: <ul style="list-style-type: none"> Punctuation (Section VI)
7 (10/9)	ORGANIZATION <ul style="list-style-type: none"> Paragraphs Direct <u>Indirect</u> <u>Planning</u> a newsletter 	Assignment Six READ: <ul style="list-style-type: none"> Making paragraphs work (10) Opening and Closing paragraphs (11) Transitions (12)
8 (10/16)	<ul style="list-style-type: none"> Using time <u>Using space</u> <u>Interviewing</u>	Assignment Seven
9 (10/23)	<ul style="list-style-type: none"> Using lists <u>Using</u> a ramble 	Assignment Eight

WEEK/DATE	DISCUSSION	ASSIGNMENT
10 (10/30)	CONTENT <ul style="list-style-type: none"> • Clarity • Credibility • <u>Writing</u> newsletters 	
11 (11/6)	<ul style="list-style-type: none"> • Truth and accuracy • Relevancy • <u>Ethical considerations</u> • <u>Editing</u> newsletters 	Assignment Nine
12 (11/13)	<ul style="list-style-type: none"> • Additions • Subtractions • <u>Realignments</u> Some considerations for <u>design</u>	Assignment Ten
13 (11/20)	Open week for catch up, review , or reflection	
14 (11/27)	Projects	Assi nment Eleven
<u>15 (12/4)</u>	<u>Projects</u>	

ASSIGNMENT LIST

ASSIGNMENT ONE: Write a short (500 words) essay in which you discuss the history of a word which has existed in the language since the eighteenth century. Be sure to develop your essay around a central idea or thesis and conclude showing the relevance or implication of your central idea.

ASSIGNMENT TWO: Edit an essay by one of your classmates. Write a short (about one page) summary in the form of a letter in which you make specific suggestions for improving the paper.

ASSIGNMENT THREE: Write a short (about 250 words) news story on a subject of your choice.

ASSIGNMENT FOUR: Edit a news story by one of your classmates. Write a short (about one page) summary in the form of a letter in which you make specific suggestions for improving the article.

ASSIGNMENT FIVE: Write a short (500 words) feature story on a subject of your choice.

ASSIGNMENT SIX: Edit a feature story by one of your classmates. Write a short (about one page) summary in the form of a letter in which you make specific suggestions for improving the piece.

ASSIGNMENT SEVEN: Write a short memo in which you outline your discussion with your client, what you see as the challenges of the final project, and a schedule for completion.

ASSIGNMENT EIGHT: Write up the key information you have learned from your interviews. Evaluate your interview.

ASSIGNMENT NINE: Submit one section of the work for your project.

ASSIGNMENT TEN: Edit the work of team member. Be sure to formulate your opinions in a letter to the particular teammate.

ASSIGNMENT ELEVEN: Turn in your project along with a short (750-1000 word) essay in which you reflect on the value of your project in terms of yourself and your user.