

# Journalism Editing Exercises

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contemporary editing offers journalism students a forward looking introduction to news editing providing instruction on traditional newsroom conventions along with a focus on emerging news platforms this comprehensive text provides students with a strong understanding of everything an editor does addressing essential copy editing fundamentals such as grammar and style editorial decision making photo editing information graphics and page design and new media approaches to storytelling throughout the book focuses on how the editor's attitude a keen awareness of news values ethics and audience comes into play in all facets of news editing this new edition offers expanded coverage of web publishing and mobile media giving students solid editing skills for today's evolving media and news forums features of the third edition editing 2.0 boxes discuss the impact of digital technology and social media on editing coverage of grammar problems and a new chapter on working with numbers provide students with a strong grasp of math and grammar which are the underpinnings for all writing and editing an emphasis on editing for brevity prepares students to write and edit clearly and briefly for print and for the web a chapter on the art of headline writing guides students through one of the editor's most important tasks and introduces the task of search engine optimization examples of ethics and legal situations show students how issues arise in even the most basic stories and how to address them online exercises present additional practice for students without needing to purchase a workbook

filled with abundant exercises the complete editor provides readers with many resources actively learn about copyediting headline writing decision making relationships with writers graphic presentations photo editing and layout and design it also contains a separate chapter on legal principles that an editor needs to understand this efficient and well written text gives readers basic information about the essential topics at hand

write with clarity communicate with confidence business and professional writing is a book that practices what it preaches the authors deliver direct engaging guidance on workplace communication

with a friendly no nonsense approach and realistic examples and practical strategies ensure clarity concision courtesy correctness and positivity at every turn the text offers guidelines and templates for business correspondence reports promotional materials job searching and oral presentations and covers style editing document design information security and ethics exercises guide students through the process of creating and revising each genre and helpful tips reminders and suggested resources appear throughout

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long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between january 1990 and the present by various service branches and the department of defense long considered to be the standard reference work in this area this three volume set describes more than 8 000 courses offered between january 1990 and the present by various service branches and the department of defense updated every two years

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