

J419 schedule of topics

Subject to change depending on circumstances

Unit 1: Intro; style

- What editing is and why we need it
- What AP style is and how we use it

Unit 2: Grammar and clarity

- Common grammar errors and how to fix them
- How to make writing more clear and direct

Unit 3: Punctuation, quotes and concise writing

- Using punctuation correctly
- Proper punctuation and formatting of direct quotes
- How to make writing more concise

Unit 4: Fact-checking

- What facts you should check
- Where to check facts
- How to judge a reliable source

Unit 5: News judgment and leads

- Review what makes something newsworthy
- Ensure a news lead is clear, appropriate and accurate

Unit 6: Headlines

- What headlines look like across platforms
- Elements of a good headline

Unit 7: More on display type

- Various forms of display type and how they differ, depending on platform and audience
- How to write clear, concise summaries of news stories

Unit 8: Libel (and other ways to get into trouble)

- How to recognize potential libel in news stories
- How to fix potentially libelous statements

Unit 9: Editing crime stories

- Ensuring crime stories are accurate, fair and properly sourced
- Ensuring language is free of libel and bias

Unit 10: Taste, bias and fairness

- Understanding your audience, and potential problems involving taste, graphic details and stereotyping
- Ensure fair coverage of news events and sources

Unit 11: Cutlines and other editorial responsibilities with photos

- What goes into a good cutline
- Editors' roles in working with photos

Unit 12: Broadcast style and writing for the Web

- Elements of broadcast writing style
- How to turn a broadcast script into an online story

Unit 13: Math and graphics

- Review of percents, percentage points and other math that comes up in news stories
- What to look for when editing graphics

Unit 14: Social media and online content

- How people read online
- Emphasizing accuracy in an era of immediate news
- Knowing your audience and writing for them

Unit 15: Pulling it all together

- Review of concepts
- Tips for professional development