

McDaniel College Budapest
ENG 2214: Editing and Desktop Publishing
Course Syllabus Fall 2017

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Office Hours: By appointment

Course Overview:

The goal of this course is to acquire the skills needed to chisel and sculpt unedited articles into polished and comprehensive works of journalism.

Participants in this course will “learn by doing”, working partly in tandem with the Messenger team to transform students work into publishable finished pieces. Elements of the class will be organized to approximate the environment and functions of a news organization, while the class will also have a theoretical element that can then be applied to real world problems.

The course will also help you become a better writer in the first place as you learn to cut out typical mistakes and hand in tidier copy.

Course objectives

- To learn the structure of the various kinds of articles and how to shape unedited copy into finished, publishable pieces.
- To become efficient in the editing and proofreading process.
- To improve grammar and punctuation.
- To learn what to look for when editing and how to fix it.
- To become a better writer by understanding the mechanics of editing.
- To learn some of main differences between American and British English and how to work effectively in both.
- To help students decide whether a career in editing would be a good choice for them.

Learning outcomes

- Students will extend their set of journalism skills.
- Students will be able to edit the most important types of news articles.
- Students will gain a skill that is applicable in many fields and disciplines.
- Students will indirectly improve their own writing skills.
- Students will improve their grammar and punctuation skills.

Required Text:

Developing Proofreading and Editing Skills (Reader available at the bookstore)

By Sue Camp

Grading:

Mid term – 25%, Final – 25%, Course assignments – 40%, Class Participation – 10%

Attendance and lateness:

Participants are strongly advised to attend each class. Attendance counts for 15% of each final grade. Arrivals after the first 10 minutes will be marked absent. Three excused absences are permitted for such reasons as visits to embassies and immigration office, moving flats, etc. Prolonged absence due to documented illness or injury may also be excused.

Grades begin to drop **after three absences**, followed by a letter grade per absence over the three-absence limit. Students are advised not to 'use up' their absences early in the semester. Attendance is expected from the moment a student is enrolled in a course; if, for example, a student has registered for a given course but is not present during the first week of the semester, then those missed classes will count as absences. Appeals for excused absences can only be made to the Director of Academic Affairs. For such an appeal, medical certificates, stamped doctor's notes, and other documents are expected. Students are responsible for making arrangements to make up for missed work.

Honor code

You are expected without question to adhere completely to the McDaniel College academic honor code. Any violation will result in a zero for the given assignment or exam, and other possible sanctions.

Course schedule:

Week	Monday	Wednesday
Sep 4/6	The basics of editing. Why consistency is king.	Keyboarding errors – misstrokes, omissions and repetitions.
Sep 11/13	Transpositions and spacing errors.	Spelling – rules and exceptions. Homonyms, pseudohomonyms, easily confused words and compound nouns.
Sep 18/20	Capitalization. Article structure.	Plurals, possessives and word division.
Sep 25/27	Plurals, possessives and word division.	Comma usage.
Oct 2/4	No class. To be made up at another time agreed by students.	No class. To be made up at another time agreed by students.
Oct 9/11	Comma usage continued and other punctuation. Periods, colons, exclamation points, and dashes.	Article structure continued.
Oct 16/18	Mid-term review.	Mid-term.
Oct 23/25	No class.	Lessons learnt from Mid-term.
Oct 30 /Nov 1	British English vs. American English.	No class
Nov 6/8	Grammar, including subject-verb agreement, collective nouns, indefinite pronouns.	Grammar continued.
Nov 13/15	The changing face of language.	Sentence structure.
Nov 20/22	Correcting inconsistencies.	Practice.
Nov 27/29	Editing for clarity, conciseness, and completeness.	Practice.
Dec 4/6	Editing for language use.	Practice.
Dec 11/13	Revision.	Final exam.

Note: the content of the course is subject to some minor alterations.