Reading Guide: Creative Editing For Print Media, Chapter 5 (Editing Stories)

As you read through the chapter, answer these questions clearly and thoroughly.

1. When editing stories, what areas should copy editors pay attention to besides spelling, grammar, punctuation and style?
2. How are most hard-news leads written? When editing a lead, how is the importance of the six lead elements determined?
3. What is the best way to achieve conciseness in a news story?
4. Good transitions are essential to the flow of any news story. List the 8 transitional techniques discussed in the chapter.
5. Should a reporter or editor correct grammatical errors in direct quotes? What is the Associated Press Stylebook guideline for correcting quotes?
6. Review the section “Handling Quotations.”
7. What are the guidelines for checking ages, box scores, infographics, and information about property taxes?
8. Go to the Web page of the North Carolina Dept. of Revenue. Find the 5-year property tax rates document. List the tax rate per $100 for Watauga County, Avery County, Wake County and Mecklenburg County. Convert each rate into a mill levy.
9. What are the eight questions that a story dealing with the results of surveys should answer?
10. What are “trimming,” “boiling” and “cutting”?
11. What are the three primary news services?
12. What are priority codes and how are they used?
13. What are category codes and how are they used?
14. Study the AP category and priority codes listed on pages 108-09.
15. Learn the basic category queues listed on page 112.
16. What are the considerations for publishing stories on a Web site that copy editors must give special attention to?
17. In addition to “Keep It Short,” what are the 3 main guidelines for publishing Web content?

Graded Exercise (Due: Monday, Sept. 10)
In a separate document Type your Name, Class and Date. Complete the following exercises:

☐ Exercise 5 (page 322)
☐ Exercise 6