Study Guide: Test 1

Date: Monday, Sept. 29
Time: 3:30-4:45 p.m.
Location: Walker Mac Lab (202)
Format: Written, with short-answer and “multiple-guess” questions, sentences to edit, leads, headlines and captions to write

Review these topics:

- The First Amendment and its 5 freedoms
- Copy editing marks and finding style errors.
- Calculating the property taxes (CRED Chapt. 4, page 322, Exercise 6e)
- Lead writing and editing
- Headline writing

In addition, questions for the exam will be chosen from the reading guide questions and handouts below.

Creative Editing, Chapter 1
1. What are the chief duties of a copy editor?
2. What are the characteristics of a good copy editor?
3. What would the attributes of an “almost perfect” copy editor?
4. How does the editing process begin before a story is written?
5. Briefly summarize the steps in the story editing process after the story is written.
6. Review the list of news values on the attached page.

Creative Editing, Chapter 4
7. Explain the significance of the adage “If your mother says she loves you, check it out!”
8. Explain what is meant – in relation to language and reference materials – when it is said that the ideal copy editor should know “everything about something and something about everything
9. What are the four courses of action a copy editor can take when faced with questionable facts in a story?

Creative Editing, Chapter 5
10. How are most hard-news leads written? When editing a lead, how is the importance of the six lead elements determined?
11. What are the eight questions that a story dealing with the results of surveys should answer?
12. Good transitions are essential to the flow of any news story. List the 8 transitional techniques discussed in the chapter.
13. Be able to edit quotes following the guidelines in the section “Handling Quotations.”

Creative Editing, Chapter 9
14. What is the primary purpose of a news headline? What should a headline be based on for a story in the inverted pyramid style? What should a copy editor do to a weak lead before turning attention to a headline?
15. What are the characteristics of a good headline?

**Handout: “Supplemental Notes: Writing Headlines”**

16. Use of verb tenses
17. Use of numbers and punctuation
18. Use of attribution for statements of fact or opinion for credibility and objectivity
19. Grammatical elements to keep on the same line:
   - infinitive phrase
   - adverb and the word it modifies
   - adjective and the noun it modifies
   - preposition and its object