

Intro to Copy Editing

This is a sample syllabus. Actual course topics and assignments may vary by instructor and class.

Week 1

Trust nothing and question everything. What is the working life of a copy editor? How to use style manuals.

Assignment: Read the first two chapters of assigned reading and begin the exercises. Complete the grammar pre-test distributed in class.

Week 2

Editing with a voice in mind. Punctuation primer. Copy test secrets you need to know.

Assignment: Read chapters three and four in assigned reading and try your hand at the exercises.

Week 3

Headlines. Crafting a killer resume. Full-time, freelance, and part-time gigs.

Assignment: Read chapters five and six in assigned reading and complete the exercises.

Week 4

Lesson: Getting your foot in the door. A note about office politics. Editing points. One last word about punctuation. Saying the right things during your interview. Grammar mastery test.