

Year 7 - English

Worksheet 1

The role of the Editor

1. What are the Editor's main tasks:

- (a) Raising funds for their publication and having business meetings?
- (b) Commissioning stories, deciding what should be published, checking over articles, and making suggestions to make the articles better?
- (c) Researching and writing top quality articles from scratch?

2. Match the type of Editor with the role:

Executive Editor
Copy Editor
Assistant Editor

(a) Editing the writing to make it better, proofreading for mistakes, checking facts and changing details of layout
(b) Leading on a particular sub-topic within the newspaper or magazine e.g. Sports or Fashion
(c) Making the overall decisions on what is published, who is hired, and and making sure the feeling & values of the publication are maintained.

- 3. Will the Editor work from home or from an office?
- 4. What do you imagine the working environment to be? Why?
- 5. What degree subjects often lead into Editing?



Year 7 - English

Worksheet 1

Skills of an Editor

What skills will Ji-an need? How will these help her stop the spread of misinformation?

Skill	How will Ji-an use it to prevent the spread of misinformation?
Leadership	Editors are ultimately responsible for the vision and ethics of their publication. They should be able to guide and inspire a team to enact this vision, and not be afraid of giving their team clear guidelines and rules for being ethical in their work.

e.g. creativity, research, communication, reading and writing, literacy, interpersonal skills, passion and knowledge of current affairs

