Worksheet 1: What Copyeditors Do

Corresponding Readings: Chapter 1 (pages 3-15) in *The Copyeditor's Handbook*

Key Concepts: The "4 C's" of Communication; The Four Commandments of Copyediting; The Principal Tasks of Copy Editing; Editorial Style; House Style

Assignment:

1. Find a job advertising website and search for "editor" or "copyeditor" positions. How many jobs are there? Where in the country are the positions located? What job requirements do they list? What responsibilities are mentioned? How much experience do they request? If they specify a salary, what is it? Print out or download two advertisements that interest you and bring them into class, ready to discuss them.

2. Search for "copy editing services" online. Choose one company and read about its services and its costs. Print out or download the page describing the services and bring it into class to discuss it.

3. Search *the American Copy Editors Society ASES* for news, blogs, and events. Make notes about the topics included in blog or news feed.

4. Start a professional Twitter page and follow "WSU Editing @WazzuEditing": Build your own fan base and post or repost editing-related items periodically throughout the semester.

5. Find someone working in a position you would like to hold one day. Note what type of online presence they have. Do they have a social-media presence? Are they connected to LinkedIn? Now Google your own name. Do you have an online presence? How might you emulate the person in your dream job?