

Comilla University
Department of Mass Communication and Journalism
Course Code: MCJ-202
Course Title: Basics of Editing

(Marking Distribution: Total Mark 100

Before final 40: First Mid 10, Second Mid 10, Assignment 10, Presentation 5, and Attendance 5

Final: 60) (A Sample question is enclosed)

Objective: This course aims to teach students the basic knowledge or concepts and editing, and help them develop their editing sense that they will apply in practical assignments.

Course Contents:

1. Scope, Importance and Techniques of Editing
2. Introducing Newsroom
3. Qualities and Duties of a Sub-Editor
4. Sources and Nature of Copies
5. Intro Writing
6. Rewriting Simple Stories
7. Handling Press Release, Press-Notes and Hand-outs
8. Headline Writing
9. Proof Reading
10. Translation: English to Bengali and Bengali to English

Books Recommended:

1. The Art of Editing- Brian SBrooks & James L.Pinson
2. News Editing-Bruce Westley
3. Modern Newspaper Editing-Gene Gilmore
4. Editing in Brief- G. Gilmore & R. Rovt
5. Editors on Editing-Herald Gross
6. (PIB) News Editing Manual-Jwadur Rahman