

Документ подписан простой электронной подписью
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**Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
RUDN University**

Faculty of Philology

educational division (faculty/institute/academy) as higher education programme developer

COURSE SYLLABUS

Writing and Essential Editing

course title

Recommended by the Didactic Council for the Education Field of:

42.03.02 Journalism

field of studies / speciality code and title

**The course instruction is implemented within the professional education programme
of higher education:**

Multimedia Journalism

higher education programme profile/specialisation title

1. OBJECTIVE OF THE DISCIPLINE

The main goal of this course is to offer students with skills in writing and editing theory practice which will expose students to an understanding of writing and editing fundamentals in journalism work. Participants will learn the the-o-ry and prac-ti-cal through regular in-class and assignments hands-on train-ing.

The main objectives are:

1. To learn the process of identifying and correcting common errors in professional writing.
2. To be exposed to an understanding of writing and editing roles and the scopes around them.
3. To be exposed to the process of analyzing and editing documents for professional work in journalism.

2. REQUIREMENTS FOR STUDENTS ON FINISHING THE COURSE

Students are expected to master the following competencies:

Table 2.1. The list of competencies formed in the mastering of the discipline (the results of the discipline)

Code	Competence	Indicators of competence achievement (within the discipline)
GPC-1	Able to create media texts and (or) media products demanded by society and industry, and (or) communication products in accordance with the norms of Russian and foreign languages, and the peculiarities of other sign systems.	GPC-1.1 Identifies specific characteristics of media texts and (or) media products and (or) communication products from different media segments and platforms
		GPC-1.2 Prepares journalistic texts and (or) products of various genres and formats in accordance with Russian and foreign language norms and other sign systems

3. THE DISCIPLINE (MODULE) IN THE STRUCTURE OF EP HE

The discipline “Writing and Essential Editing” belongs to the Compulsory Module of Block 1 of the curriculum. Table 1 shows preceding and subsequent subjects aimed at forming competence discipline by the matrix of competencies.

Table 3.1. The list of components of the EP HE, contributing to the achievement of the planned results of the discipline

Code	Competence	Previous discipline	Subsequent disciplines
GPC-1	Able to create media texts and (or) media products demanded by society and industry, and (or) communication products in accordance with the norms of Russian and foreign languages, and the peculiarities of other sign systems.	Professional workshop / Профессиональ ная мастерская	Radio Broadcasting / Основы радиовещания Professional workshop / Профессиональная мастерская Межкультурная коммуникация / Intercultural communication DATA Journalism / Журналистика данных International Journalism / Международная журналистика Art & culture journalism / Журналистика культуры и искусства

4. THE SCOPE OF THE DISCIPLINE AND TYPES OF ACTIVITIES

The overall workload of the discipline is **3** credits.

Types of activities	Total hours	Semesters			
		1	2	3	4
Classroom activities (total)					
<i>Lectures</i>	17		17		
<i>Practical lessons/Seminars</i>	17		17		
<i>Laboratory activities</i>					
<i>Control</i>	21		21		
Independent work (total)	53		53		
Overall workload hours	108		108		
Credits	3		3		

5. CONTENT OF THE DISCIPLINE

Table 5.1 Content of the discipline (module) by type of activity

Name of the Unit	Content of the Units (topics)	Type of activity
Introduction	<ul style="list-style-type: none"> - Introductions, syllabus, - Defining key concepts and glossary 	Lecture
Essense of writing	<ul style="list-style-type: none"> - Writing Purpose - Process of writing: Drafting, revising, proofreading, spelling, grammar, editing tone, voice, slang, style - Components of writing process 	Lecture
Editing	<ul style="list-style-type: none"> - Fundamentals of editing - What is copy editing - What Copyeditors Do? - Who is a copy editor? 	Lecture
Scopes, basic procedures, style and guides of editing	<ul style="list-style-type: none"> - Proofreading: Grammar(spelling, Tenses, Language); - References(Correct Style, Consistent, Quotations, Bibliography); 	Lecture
Choice of words and its order	<ul style="list-style-type: none"> - Using syntax, techniques for telling stories, arranging a complex information, - Paragraph structure and organising - Presentation(Line Spacing, Margins, Font Sise/Style, Typing Errors); Feedback 	Lecture
Supporting tools for editing	<ul style="list-style-type: none"> - Grammarly - Hemingway editor - AutoCrit - ProwrtingAid 	Lecture
Unit 1	Writing Process	Seminar
Unit 2	Developmental & Organization Editing	Seminar
Unit 3	Writing: Peer review blog	Seminar
Unit 4	Editing for different audiences	Seminar
Unit 5	Editing: Peer editing work blog	Seminar
Unit 6	Working as a Professional Editor	Seminar

6. MATERIAL AND TECHNICAL SUPPORT OF THE DISCIPLINE

The discipline is implemented using e-learning and distance learning technologies

Table 6.1. Material and technical support of the discipline

Type of classroom	Classroom equipment	Specialized educational/laboratory equipment, software and materials for the mastering the discipline (if necessary)
Digital Classroom	Computer, TV VCR and a transparency projector; CD players and DVD players.	
Lecture room	Computer, internet, TV VCR and a transparency projector	
Home for independent work	Computer, internet,	
Library for independent work	Computer, internet	

* The classroom for students' independent work **MUST be indicated!**

7. EDUCATIONAL AND METHODOICAL AND INFORMATIONAL SUPPORT OF THE DISCIPLINE

Main readings

1. Kirszner, L. G., & Mandell, S. R. (2013). *The wadsworth handbook*. Cengage Learning.
2. Osmond, A. (2016) *Academic writing and grammar for students*. London: Sage. Ten Speed Press.

Other recommended readings

1. Sandie, G. (2013) *How to proofread your own writing: tips and techniques to help you produce an error-free manuscript*. Createspace Independent Publishing Platform.
2. Venolia, J. (2011). *Write Right!: A Desktop Digest of Punctuation, Grammar, and Style*.
- 3.

Web-sites and online resources

1. ЭБС РУДН и сторонние ЭБС, к которым студенты университета имеют доступ на основании заключенных договоров:
 - <http://www.rad.pfu.edu.ru/>
 - www.libfl.ru
 - www.portalus.ru
 - www.project.phil.pu.ru
 - www.lib.fl.ru
 - www.gutenberg.net
 - www.ipl.org
 - www.theeuropeanlibrary.org; www.epoch-net.org
 - <http://gabro.ge/biblio/0707/3066/filosof.historic.ru/books/item/f00/s00/z00358/st000/htm/>

2. Databases and search systems:

- web search engine google.com
- online encyclopedia wikipedia.org
- news aggregation website drudgereport.com
- Googlescholar.com

Teaching materials for students' independent work while mastering the discipline/module:*

1. A course of lectures on the discipline.
2. Practical assignments and their brief contents;
3. Questions for self-check, and test assignments.

* - all educational and methodical materials for students' independent work are published in the current order on the page of the discipline in TUIS!

8. GRADING MATERIALS AND GRADING-RATING SYSTEM FOR ASSESSING THE LEVEL OF COMPETENCE FORMED IN THE DISCIPLINE

The grading materials and grading-rating system* for assessing the level of competence (part of competencies) for the discipline are presented in the Appendix to this Working program of the discipline.

* - are formed based on the requirements of the corresponding local normative act of RUDN University.