

Area overview assignment

Most Fridays for the rest of the semester, two students will collaborate on an area overview which describes some of the issues related to copyediting in English—the second “track” of the course, the more formal things about which copyeditors should educate themselves.

Your overview will be an oral presentation based on one concept which covers the subject of a chapter or two in *The Copyeditor's Handbook* and *The Chicago Manual of Style*.

You should complete the following tasks:

- Name the most important points in the chapters assigned, especially where methodology is concerned. Prepare yourself to lead a discussion of these points.
- Resolve any major ambiguities or problems which you feel are related to your topic, whether intrinsic or the result of our course's dual textbooks.
- Provide some detail regarding useful outside sources.

I also suggest that you create a handout which can help your listeners follow along, and which contains information not in the texts. The handout can also summarize information or include alternative presentations which will be useful. Ideally, you will distribute this in advance (if you get it to me Monday or early Wednesday, I will make photocopies for you).

Hints

- Ask me for specific suggestions regarding your topic—I almost always have some, and I might be able to loan you a book or two as well.
- Plan to start the overview well in advance; that will allow you to develop it over time, and get me involved if you have trouble.
- Don't approach working with your partner by dividing up the work and not communicating until a day or so before the deadline. This is a sure path to one person doing most of the work, and/or a problematic overview. Please work together from the start: exchange email addresses and other contact information as needed.

I'll publish a final schedule of assignments after I gauge your interest in overview areas.