

EDITORIAL BRIEF:

You are to now take responsibility for carrying out an editorial check on the partner paper in your group.

You are to use the **REVIEWING FUNCTION** in word to identify problem areas and point them out to the writing team. You will then return to your own paper, solve any editorial problems and prepare for **publication at 12.25pm**.

In your editorial role, you must check:

- Grammar – have they used appropriate sentence types for their paper?
- Choice of language – emotive or factual; elevated or simple as appropriate to their paper;
- Accuracy of information;
- Spelling;
- Paragraphing.

You must not **FIX** the problems – you will simply write what the problem is as a comment using the reviewing function, and it will be their responsibility to fix it.

REMEMBER, you are to publish a reasonable facsimile.... that means that you now need to add:

- A headline
- A byline
- An image
- Captions