



WHAT DOES AN EDITOR-IN-CHIEF DO?

INTRODUCTION

Write the job title *Editor-in-Chief* on the board. Let students know they have a very big job at the online magazine *The Daily Byte*, carrying a wide range of responsibilities. As Editor-in-Chief, they will be responsible for all magazine content, including articles, editorials, and photographs.

From among the list of bulleted job responsibilities on the following two pages, choose those that you would most like students to understand as they go through the game. In turn, write on the board each job responsibility you chose and read aloud the accompanying question. Suggested answers are in blue italics after each question. Have a different volunteer answer each question. Make sure that students understand each job responsibility before going on to the next one.



The Editor-in-Chief of The Daily Byte is responsible for:

MINI-LESSON

Assigning stories and other tasks to staff members

- ASK: If you assigned a news story to a reporter, what would you expect the reporter to do first? (e.g., [research the topic](#), [write down ideas](#), [outline the story](#), [conduct an interview](#))

Overseeing magazine operations and policies

- SAY: In this context, operations means “the activity of a business.” *Give students an example of a business operation (e.g., [system for paying bills](#), [keeping up computer equipment](#)).*
- SAY: Policies means “overall plans for carrying out the goals of an organization.”
- ASK: What is my policy about cell phones in this class? (Or ask a preferred related question.)

Making sure your staff are doing their best possible work

- SAY: Imagine you are running a staff meeting. All your Daily Byte employees are there. You’ve noticed that a few of them have been slacking off lately.



Editor-in-Chief's Staff



- ASK: How would you handle this problem in the meeting? (Accept all reasonable answers, but students should understand that the Editor-in-Chief would not single out employees by name and might choose to motivate staff in a positive way, e.g., giving them a meaningful goal that will have an impact on the magazine.)

Checking facts to ensure all articles and editorials are correct

- ASK: Why is it important for an Editor-in-Chief to check the facts in articles and editorials? What might happen if he or she did not? (e.g., inaccurate reporting, misinformed readers)

Ensuring website technology is running smoothly

- ASK: Why do you think The Daily Byte would lose money if its website wasn't working for a day or two? (e.g., might permanently lose readers, advertisers would be angry because they'd lose revenue)

Writing articles and editorials

- SAY: The Editor-in-Chief of an online magazine only has time to write the most important content.
- ASK: Which of the following would the Editor-in-Chief be most likely to write? Why? **1.** Message to readers that the magazine will begin charging them to access certain content; **2.** Article on how to plant window box flowers; **3.** Review of a hot new movie (#1, because, e.g., readers would want to hear directly from the Editor-in-Chief on why they're being asked to spend money.)

Editing website content

- SAY: Your job as an editor is to help your writers shine. You want to make sure their main ideas and opinions are clear and well-supported, and that they chose only details that strengthen their main points.
- **Read aloud** this quote from the writer's handbook, *Elements of Style* by Strunk and White, then discuss its meaning with the class:

**“Vigorous writing is concise.
A sentence should contain no unnecessary words,
a paragraph no unnecessary sentences.”**

