

Our Magazine

Before you start writing your monthly magazine, decide on the following issues:

1. Editorial Team

Discuss who is going to be responsible for the following jobs in your magazine team. Pick a new role for each issue of the magazine!

Editor in Chief	is responsible for the contents of the magazine, writes the editorial letter and the table of contents,	
Assistant Editor	collects all the finished articles and checks the language,	
Timekeeper	organizes the planning sessions, is responsible for deadlines, reminds others of deadlines,	
Layout Editor	is responsible for the layout and presentation of the magazine, assembles the magazine	

2. Find a name for your magazine

The **DEADLINE** for the issue is on the

Your **EDITING SESSIONS** will be on

These editing sessions will be similar to the peer conferences we have for our portfolios. You will be asked to bring your drafts to class and show them to your teammates for suggestions of improvement!

If you need more than four editing sessions please arrange to meet after school or during breaks. You might also want to take home each others' drafts and give written comments and suggestions.

TIP: Always keep a copy of your texts for yourself. You might want to use them later in your portfolios!!!

Save your articles in your computer. It's a good idea to have a special diskette just for your English articles! Always make copies, don't trust your computer!!!

P.S: If you don't know how to type, sign up for our optional typing class in the afternoon. Typing is easy and fun to learn and it saves you hours!!!! if you can do it blind and fast!!!

