**RESPONSIBILITIES OF SUBEDITOR**

**SUB EDITING**

* Copy desk is a nerve centre of the news room. It is an important location in the news room. Chief Editor or the incharge of the desk sits at the center.
* The central desk is also called “The Rim”
* Desk is a place where who so ever works he learns, how to write a story, how to improve it, how to edit or how to make the headlines from the new story. In brief desk experience sharpens a future report’s skills.

**RESPONSIBILITIES**

* Sub editors working on desk is responsible for correcting spelling, grammar, terminology, punctuation, syntax and word usage while preserving the meaning of the original text.
* Cross checking references, art, figures, tables and other features.
* Writing, rewriting and even researching
* To check the copyrighted material
* Ensuring Checking for or imposing a consistent format.
* A sub editor has to standardized header, footers, headlines, catch line etc.
* Sub editor has to read entire text before its printing.
* Sub editors are responsible to ensure that text flows, make it sensible, fair accurate and may not provoke any legal problem.
* Sub editor’s has to summarize the copy to make it Clear, Correct, Concise, Comprehensible and Consistent
* Sub editors suppose to have vast general knowledge. This quality helps them to check the facts and the flow of language.
* Diplomacy to deal with writers/ Reporters, making suggestions about the content will annoy them.
* Editors are supposed to have a skill is writing style.
* Writing with style also involves “Organization”.

Organizing sentences also means constructing them in a simple way.

* Organizing the right words in right place in each sentence
* Style is not a free trait. He has to Follow certain rules and conventions
* Sub Editing is an art, it is not every one’s cup of tea one has to have an extra eye.
* His is the decisive authority.
* News story written by a hurried reporter is a raw diamond and an editor polishes it.
* In fact Editing is tailoring a news story to the required size and shape.
* Placed below is a list of some difficult words and their easy alternates.

