Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Group 2 Staff Manual Quiz**

**True/False**

\_\_\_\_\_ 1. Quotes don’t add anything to a story, so it’s okay not to have them.

\_\_\_\_\_ 2. Don’t quote something that can be stated as fact. Reserve quotes for reactions, opinions and personal experiences.

\_\_\_\_\_ 3. It’s okay to make up quotes.

\_\_\_\_\_ 4. It’s okay to rearrange a few words in a quote or reword what a person said.

\_\_\_\_\_ 5. Use [ ] around words to explain words that might not be understood in context (such as pronouns that refer to a person who hasn’t been named).

\_\_\_\_\_ 6. Missing a deadline not only hurts your grade, it hurts other people on staff.

\_\_\_\_\_ 7. Editorializing is inserting your own opinion in a news, feature or sports story.

\_\_\_\_\_ 8. Acts of plagiarism will be taken before the editorial board and may result in removal from the staff.

\_\_\_\_\_ 9. Communication should always be done face-to-face first if at all possible.

\_\_\_\_\_ 10. Inappropriate use of your press pass can result in having your privileges revoked.

\_\_\_\_\_ 11. Staff members may be expected to complete much of their work outside of the class period.

\_\_\_\_\_ 12. A fairly complete list of coaches and club sponsors can be found in the staff manual.

\_\_\_\_\_ 13. The address, phone number of the school and list of administrators can be found in the staff manual.

\_\_\_\_\_ 14. Apostrophes are used for the possessive form of nouns and pronouns.

\_\_\_\_\_ 15. It’s and Its mean the same thing.

\_\_\_\_\_ 16. The staff sets goals for its media products each year.

\_\_\_\_\_ 17. To do well on current events quizzes, it’s important to listen/watch news regularly.

\_\_\_\_\_ 18. You don’t need to wear your staff T-shirt on distribution day.

\_\_\_\_\_ 19. Your personal website should reflect wise posting decisions.

\_\_\_\_\_ 20. When you have trouble getting an interview, you should seek help from a page editor or editor-in-chief.

Make sure that all questions apply to your staff before you print and distribute.

**KEY**

1. False

2. True

3. False

4. False

5. True

6. True

7. True

8. True

9. True

10. True

11. True

12. True

13. True

14. True

15. False

16. True

17. True

18. False

19. True

20. True