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

**Group 4 Staff Manual Quiz**

**True/False**

\_\_\_\_\_ 1. Stories for the print edition should be shoveled online and the information there should never be unique/distinct.

\_\_\_\_\_ 2. Our stories go through a five-draft system before they are published.

\_\_\_\_\_ 3. Page design needs to be edited just like stories need to be edited.

\_\_\_\_\_ 4. Our paper is sent away to the New York Times and they print our paper.

\_\_\_\_\_ 5. Print products use CMYK color while the web uses RGB color.

\_\_\_\_\_ 6. All staff members are expected to wear their T-shirt and help pass out papers on distribution day.

\_\_\_\_\_ 7. All stories are assigned by the teacher/adviser.

\_\_\_\_\_ 8. The first sentence of a caption should be in present tense, the rest of the caption in past tense.

\_\_\_\_\_ 9. Always use action verbs and avoid “to be” verbs like is, are, was, were in captions and headlines.

\_\_\_\_\_ 10. You should always specify “pictured left” or “shown above” in captions.

\_\_\_\_\_ 11. Captions should give information not explained in the photo and should cover the 5 W’s and H of what is going on in the photo.

\_\_\_\_\_ 12. It’s okay to include the articles ‘a’, ‘an’ and ‘the’ in a headline.

\_\_\_\_\_ 13. Headlines should always be in present tense.

\_\_\_\_\_ 14. Use a comma in place of ‘and’ in a headline.

\_\_\_\_\_ 15. Keep your verbs all on one line in a multiple line headline.

\_\_\_\_\_ 16. It’s okay to use alliteration in every headline on a page.

\_\_\_\_\_ 17. Kickers and wickets are headline styles.

\_\_\_\_\_ 18. Background, exclamatory, direct quotation and descriptive are all types of leads.

\_\_\_\_\_ 19. You need to bear in mind that high school performance are amateur performances and therefore should not be judged as critically as a professional performance.

\_\_\_\_\_ 20. A book review is simply a summary of the plot.

\_\_\_\_\_ 21. A common way to write a music review is to compare the work to other similar works.

\_\_\_\_\_ 22. It’s okay to accept a free meal from a restaurant if you’re writing a review of the food at that restaurant.

\_\_\_\_\_ 23. The three main criteria for a good photo are technical quality, content and composition.

\_\_\_\_\_ 24. The minimum number of people who can be polled when conducting a poll is five.

\_\_\_\_\_ 25. Standing elements are things that appear in every single issue of the paper. It also is defined by the specific fonts and styles used to publish the paper.

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

**KEY:**

1. False

2. False

3. True

4. False

5. True

6. True

7. False

8. True

9. True

10. False

11. True

12. False

13. True

14. True

15. True

16. False

17. True

18. True

19. True

20. False

21. True

22. False

23. True

24. False

25. True