

**EDITORIAL GRADUATE TRAINING SCHEME (PROVIDED BY PRESS  
ASSOCIATION AT HOWDEN) OVERVIEW 2005**

WEEK 1

Mon Sept 6

Welcome. Intro to the Telegraph course and the Press Association; tour of operation centre - John Spencer

Role of the sub-editor - qualities, use of words, identifying key points of story, telling it simply, glossary of terms - Robin Thompson

Tues Sept 7

Subbing: intros, balance, rewrites, accuracy, cliches, pitfalls - Robin Thompson

Weds Sept 8

Subbing cont'd; introduction to law - Robin Thompson

Thurs Sept 9

Newspaper style: tight editing, common mistakes, redundant phrases, stylebook, practical exercises - Peter Sands

Fri Sept 10

Headlines and pictures: making a page come alive – Peter Sands

Pictures in practice - Telegraph picture editor

WEEK 2

Mon Sept 13

Introduction to InDesign: functions, text manipulation, style sheets, short cuts - Alison Trueman

Tues Sept 14

InDesign cont'd: use of pictures, colour on the page - Alison Trueman

Weds Sept 15

Intro to layout and design: rules governing good layout, designer's check-list, designing for the market. Emphasis on Telegraph and broadsheets - Peter Sands

Thurs Sept 16

Advanced layout and design: tackling the more complex feature and sports pages - Peter Sands

Fri Sept 17

Advanced InDesign: putting a page together; using Photoshop - Alison Trueman

WEEK 3

Mon Sept 20

Putting a news page together: Alison Trueman/David Mastin/Pat Pilton

Tues Sept 21

Putting a Telegraph page together: Alison Trueman/Pat Pilton  
Subbing on the Telegraph - Tony Lloyd and Richard Preston

Weds Sept 22

Law: courts, tribunals, inquests, structure, committals - Robin Thompson

Thurs Sept 23

Law cont'd: libel, contempt, code of practice, ethics, exercises.  
Robin Thompson

Fri Sept 24

Subbing exercises - intros, headlines, captions, geography, common errors - Mike Watson/Peter Beal/Mike Dodd

WEEK 4

Mon Sept 27

Subbing for the Wire, using Jazbox, library, web - Mike Watson/Nick Jenkins

Tues Sept 28

Subbing a running story - Mike Watson/Nick Jenkins

Weds Sept 29

The course newspaper - team project.

Thurs Sept 30

The course newspaper - team project

Fri Oct 1

Pulling it all together - Peter Sands  
Kim Fletcher

WEEKS 5 - 16

12 weeks, October 4 - December 24

Secondment to live PA subbing desks, Howden and London

Mon Oct 4 - Nov 13

Frances Booth (trainee A)- Regional, national wire subbing Howden  
Oliver Brown -(trainee B)- National wire/feature subbing London  
Kate Devlin (trainee C)- Page-ready news/features/sport Howden  
Robert Colville (trainee D) - Page-ready sport/features/news Howden  
Amy Iggulden (trainee E) – National, regional wire subbing Howden  
Adrian Cornell (trainee F) – Page-ready features/news/sport Howden

Mon Nov 15 - Fri Dec 24

Frances Booth - Page ready news/features/sport Howden  
Oliver Brown - Page ready sport/features/news Howden  
Kate Devlin - Regional, national wire subbing Howden  
Robert Colville - National wire/feature subbing London  
Amy Iggulden - Page-ready news/features/sport Howden  
Adrian Cornell - National, regional wire subbing Howden

WEEK 17

December 27 - December 31  
Christmas holiday

WEEK 18

January 3 - Feb 25 (Wk 25)  
Secondment to regional titles. Placements to be confirmed.

WEEK 26

February 28  
Progress review at Telegraph - Sue Ryan/Peter Sands/Pat Pilton