



PAN AFRICA CHRISTIAN UNIVERSITY

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

**END OF SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF ARTS IN
COMMUNICATION**

JANUARY-APRIL 2026 SEMESTER

Project (60 Marks)

COM304: Principles of Editing – 6-Week Project

Instructions:

In your group, you are required to create a **Comprehensive Editing Portfolio** that demonstrates your mastery of editing principles in various media contexts. The portfolio should include all stages of the editing process, from planning to final output.

Tasks:

1. Project Planning and Material Selection (Week 1–2) – 5 Marks

Select a variety of materials to edit (e.g., news article, feature story, opinion piece, social media post, image/video content).

Prepare a plan outlining: types of edits, tools/software to be used, and a timeline.

2. Macro Editing (Week 3) – 10 Marks

Edit the selected materials for overall structure, logical flow, consistency, and coherence.

Provide a brief note explaining your major changes.

3. Micro Editing and Grammar (Week 4) – 10 Marks

Apply sentence-level editing, including grammar, punctuation, clarity, and style guide consistency.

Correct common writing problems such as wordiness, redundancy, dangling modifiers, mixed metaphors, and ambiguity.

4. Headline, Caption, and Media-Specific Editing (Week 5) – 15 Marks

Write engaging headlines for each text type.

Write captions for images or graphics.

Edit selected materials for media-specific contexts: print, radio, and television.

5. Digital Tools, Ethical Considerations, and Portfolio Compilation (Week 6) – 20 Marks

Use editing tools/software to finalize your work (track changes, audio/video editing, online publishing).

Ensure all ethical and legal considerations are applied (accuracy, fairness, plagiarism, citations).

Compile a portfolio including original and edited materials, notes on your editing choices, and a reflection on the editing process.

Submission Requirements:

- Portfolio in PDF or digital format.
- Include all original and edited materials with annotations.
- Optional multimedia components (audio/video clips) are allowed.

Marking Scheme:

Component	Marks
Project planning & material selection	5
Macro editing	10
Micro editing & grammar	10
Headline, caption & media-specific editing	15
Digital tools, ethics, and portfolio compilation	20
Total -	60