



TECHNIQUE OF EDITING TEXTS OF INFORMATION GENRES

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Abstract: *The article about technique of editing texts of information genres – news, interview, report. It also explains the advantages of developing the stages of editing media text and the tasks that these stages solve.*

Keywords: *editing, skill, technique, text, information genres, editing stages.*

Калит сўзлар: *таҳрир, маҳорат, техника, матн, ахборот жанрлари, таҳрир босқичлари.*

Ключевые слова: *редактирование, мастерство, техника, текст, информационные жанры, этапы редактирование.*

Editing skills are related to a person's natural abilities, acquired knowledge and skills. However, in addition to professionals with editorial skills, qualified correspondents, journalists, proofreaders, although not very good editors, work in the system. The editing process is also important for them. They are required to be able to process their own or departmental materials, check spelling and methodological errors, put the name correctly, and check sources. Logically, we think of it as an editing method.

It takes many years of hard work and dedication on the part of an editor or journalist to improve their editing skills. This is a special case. Editing methods are a process based on general rules and applicable to everyone. Throughout our study, we tried to develop its basic principles and rules. Most editors recommend reading the text for the first time only in terms of getting to know it. First, it is necessary to find out what is at stake, whether the topic is open enough, whether it is suitable for publication. Otherwise, the corrections made to the text on first reading may not be effective. In addition, unfamiliar, incomprehensible words and sentences at the beginning of the text are more likely to appear at the end of the text. We call the first reading "Text acquaintance". As a result of acquaintance with the text, we get the first idea about the text. You can roughly determine for yourself where to change.

"Defining a template" is the second step in this process. At this point, it should not be understood that the material to be prepared is molded into an already existing shape. "Template" means the most efficient form of the edited material. On first reading, this template appears in the editor's imagination. It guesses in what form, genre and form the material should be presented. Sometimes the future report, the content of the interview itself, gives the editor a new idea or is broken into the required form by replacing one paragraph. Sometimes it is possible that this "best template" has already been found by the author himself.

Introduction to editing. This is the main stage of editing, and in the literature it is also called "Second reading", "In-depth reading". The reason we call this step "Introduction



to editing" is because it includes initial revisions to the manuscript, even though it is the main reading. And this is the first part of the general editing. At the same time, the editor eliminates errors that affect the overall content of the text. The emphasis is on logical errors, methodological errors, sentence construction, use of synonyms for words, the effect of punctuation on a sentence, textual content, spelling of letters, and more.

Check the facts. Any material of the informational genre is based on facts. Hence, their validation is the most important part of informative text editing.

Check the spelling of text. The correct spelling of words, capitalization, and use of punctuation marks are taken into account.

Editing numbers. Clear rules apply here: "The editor should pay attention to the repetition of numbers in the text, the measurement of values, the reliability of quantitative values, the function of numbers in the text and an assessment of their necessity. In the process of reading the text, it is recommended to highlight the number as a symbol that requires special attention, and, if necessary, mark it in the text to return to it - this is how the accuracy of repetition of values, uniformity in their expression is achieved. Usually, it is not the responsibility of the editor to check all the calculations made by the author, but he must use the method of selective verification of calculations, evaluate the accuracy and reliability of numerical indicators, and know the rules for representing numbers in the text" [2, 127]. At this stage, depending on the representation of numbers in the text [4] and the rules for writing numbers, the places associated with numbers in the text are reviewed and errors are eliminated.

Technical expertise of the text. The computerization of the media text preparation process has led to the addition of another step between the editing steps. The editor is responsible not only for preparing the article in terms of content, but also for formal processing. Therefore, at the end of the edition there was a need for a technical review of the text. At this stage, the editor must ensure the uniformity of the text in the established font, the arrangement of the necessary keglers, spacing between words, abbreviation of syllables, and so on.

In fact, during the editing process, the editor does not correct first spelling errors, then punctuation or logical errors. In the process of editing the text, these errors are corrected in a mixed way. The task of the editor is not to edit step by step, but to polish the text, increase the liveliness and effectiveness of the future interview or report. Thus, the developed editing technique can be recommended as a tool for beginners and as a tool to help journalists master editing skills. The editor can also revise the text based on it. In this case, the text is edited as a whole, and then in part of its individual parts.

Such stages of text editing are developed for the process of preparing a book for publication [3, 40]. The scheme for preparing a book for publication, proposed by A.E.Milchin, of course, makes it possible to present all stages of the publishing process as a whole, to effectively organize activities related to book publishing, and to develop the necessary guidelines for editing literary works for young professionals. The stages of editing journalistic material mentioned above are also important in this respect (on the example of informational genres). At the same time, the editor does not consider the edited material as



a complex task, such as “creating a work of art”. Perhaps, having overcome the shortcomings in the components, all the material will be considered without too much misunderstanding. Instructions presented as editing steps present specific tasks for editors. By performing these tasks, a media editor can do their job flawlessly and on time.

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