

Business / TOEIC English May 22 DICTOGLOSS

Welcome, new editors.
this training session at paper lantern books

we use very specific
A title
editorial standards for our publications.
This section has designed familiar

First this handbook of our company's start
it is old information you need
Then I talk about hard work without office

Remember,

We have a lot to cover and
the management team has this room at one o'clock.

Welcome, new editors, to this training session! At Paper Lantern Books, we use very specific editorial standards for our publications. This session has been designed to familiarize you with them. First, we'll go over this handbook of our company's style and rules. It has all the information you need for your daily work, plus examples for us to discuss as a group. Then, I'll talk about how to work with our authors; remember, our job is about bringing the author's ideas to the page. We have a lot to cover, and the management team has this room at one o'clock.