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BAJMC I Year

Sub. – Reporting & Editing

Subject : Reporting & Editing

Syllabus

BAJMC- I Year

Unit	Contents
Unit-I	Concept of news: Definition and development of news values, Changing concept of news: Issues and challenges, Collection of news: source of information, observation and research, Sociological aspects of news Development and human interest insight in news.
Unit-II	Elements of news, Information VS News, News values, checking of news values, Structure of news, Precaution for news writing.
Unit-III	Hard news and soft news, subject based news, Business Reporting, Science Reporting, Sports Reporting, Film Reporting: Interpretative and Investigative Reporting; Online Reporting: Interviewing, Column writing.
Unit-IV	Principles of Editing, Fundamentals of copy Editing, Editing and Proof reading, Style sheet, Headlines, Types of Headlines, and Modern Trends in Headlines, Feature: Concept and significance, Types of feature, Articles/ special articles



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Unit 1

Concept of news: Definition and development of news values.

What is News?

- News, information, message – the difference

News involves the concepts of news worthiness, news literacy and news consumption. It is obtained from reliable sources.

News is meant to make one aware of their surroundings, people and events taking place whereas information is regular pieces of facts that do not change with time.

The difference between information and message is that a message is a way to pass along information. Information itself is data used to inform someone. Information are facts.

- ***What is a reliable source?***

If a source is direct, clear and can be verified, it can generally be classed as a credible one. Here are some examples... A press conference, for example, would be classed as a credible source, because it can be accounted for by others and provides clear-cut information that journalists can relay straight to the public.

- **Who are news literates?**

People who are able to sniff out news from a piece of information and mostly are able to differentiate between a reliable and a non-reliable source of information are called news literates. They analyse the news and critically look at it. You need special skills to be called a news literate and these can be developed with time and experience. People posting information on the social media and circulating it might not necessarily be news literates, because the source from where they have got that information might not be reliable.



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◎ **Journalism is a part of news literacy**

Reliable information

Reliable information is actionable information, which enables the news consumers to make a judgement, reach a conclusion or take an action.

How do we know what's reliable?

We are constantly bombarded with misleading information and have to rely on gatekeepers.

Gatekeepers – professionals who control the access to information; a monitor or guardian – example - the gatekeepers of the modern culture.

In media, they are the editors, censor board, media channels etc.

The consumers have to be much more discerning these days to consume only reliable information and so need to cross-check with other reliable sources and not be dependent only on gatekeepers.

In short,

There are two main important news elements, apart from the others discussed below –

- It should be an unpublished account.
- The story has to be informative/educative.

What are news values?

News values are the elements of story that journalists have used for decades to quickly assess and determine whether an idea or event is worth sharing — and if so, how prominently.



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There are seven news values that journalists typically consider in order to make coverage choices, and any organization that produces content can apply them as a starting point and rule of thumb when assessing contributed content.

Other News elements –

Timeliness

An event is more newsworthy the sooner it is reported.

Proximity

Events are more newsworthy the closer they are to the community reading about them.

Impact

Events are more newsworthy when they affect a greater number of people.

Prominence

Events are more newsworthy when they involve public figures.

Oddity

Events are more newsworthy the more out of the ordinary they are.

Relevance

Events are more newsworthy when they involve an issue that is top of mind in the public.

Conflict

Events are more newsworthy when they involve disagreement.

Note – Please make additional notes here.

Changing concept of news – Issues and Challenges

As we are moving towards a media environment, most people have access to more and more news and information about many issues. This is enabled in most



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parts of the country by digital media and the products and services of large technology companies. But many people do not necessarily engage with this information (because they find other offers more relevant, interesting and valuable than news). Also, the media industry that has historically produced most of this news is under significant pressure.

Considering the above situation, the following can be summed up as the **issues and challenges** of the media industry in general –

1. The need to move to an increasingly digital, mobile, and social media environment with increasingly intense competition for attention, which puts an increasing pressure on **legacy media** like broadcasters and newspapers. These remain important news producers but are becoming relatively less important as distributors of news. As their existing operations decline or stagnate, the development of new, sustainable business models for digital news production become more urgent.
2. The growing importance of a **limited number of large technology companies** with billions of users across the world who play an increasingly important role in the distribution of news through services like search, social



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networking, video sharing, messaging and who capture a large share of attention and advertising by virtue of their attractive products.

3. The development of a **high-choice media environment** where internet users have access to more and more information, a range of increasingly sophisticated devices, and new forms of participation, and where people increasingly engage on the basis of interest—those most interested in news embrace these new opportunities to get, share, and comment on news, but a larger number of people opt for more casual and passive forms of use.

The Web has changed the nature of news in other ways:

- **Continual deadlines** – they have to serve the details of a news in a short span of time as there are competitors vying for user attention.
- **Interactive content** – the internet has facilitated the concept of interactive news, in which users can participate and share their opinion, which was not impossible earlier through legacy media.
- **Related links** – one story can divert to many other linked stories and take to different landing pages.
- **Nonlinear structure** – the user-friendly interface of these news portals make the linear structure divert into different links and makes it a non-linear format providing multiple news headlines on one page.
- **Personalized journalism** – the subscription of e-magazines or newsletters leads to specialized content being in-boxed to the user's mail-id.
- **Specialized beats** – exclusive coverage of news stories in different segments of news is being offered to the consumers. Beat reporting, also known as specialised reporting, is a genre of journalism focused on a particular issue, sector, organisation, or institution over time.



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RSS: stand for “Real Simple Syndication” to receive certain blogs or Podcasts regularly by subscribing to a site using a Web feed reader called an “aggregator” that will compile and deliver them to you.

Aggregator: a software that compiles web sites that you want delivered to you regularly and pushed them to you via e-mail or downloads them into a portable media player.

Podcast: a digital media information in audio or video form distributed over the Internet for use on a portable media player such as an iPod and MP3 player.

Pod (portable on demand)

COLLECTION OF NEWS –

METHODS OF GATHERING NEWS

The four most commonly used methods in news gathering used by journalists are ***observation, telephone conversations, research and interviews.***

OBSERVATION

Observation consists of your actually seeing an event take place and then reporting what you have seen in the form of a news story. The difference between a good story and a poor one is often in the skill of the observer. Skilled observers use their eyes, ears, mind, notebooks and tape recorders. They make sure they get the concrete facts, specific figures and accurate information. They look for the **colorful, the dramatic** or the **unusual** in any situation.

Skilled observers always try to get **more information** than they actually need. They know it is easier to **discard excess material than to retrace their steps** after the story is told. Developing your powers of observation can come only through **experience**. You cannot become a skilled observer by simply reading a



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book. The key to becoming a good observer is to look for more than you see on the surface.

TELEPHONE CONVERSATIONS

The telephone plays an important role in your daily work as a journalist. It saves you time, legwork and it often enables you to reach people who are ordinarily too busy to see you in person.

Telephone conversations may range from **full-scale interviews to brief queries** to verify or **amplify information**. But regardless of how often you use this method of news gathering, you should keep the following points in mind:

- Know what information you want before you dial. Keep your pencil and paper handy. Do not call someone and then ask that person to wait while you look for writing materials.
- Speak politely indistinct, well-modulated tones.
- Be cheerful and businesslike.
- Make sure you get your facts straight. Ask the other person to repeat figures or spell out names.
- Avoid three-way conversations among yourself, the person on the telephone and somebody else in your office.
- Recheck your information by reading it back to the person who has given it to you.
- Record the conversation using a "telephone pick-up" (a device that attaches to the telephone receiver and plugs into the microphone jack of the cassette tap recorder). Be sure to inform the person on the other end that you are recording the conversation for note-taking purposes only.
- Do not discuss classified information.



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Although a telephone is a very useful instrument, remember it is not the only, and not necessarily the best, method of gathering news. It should supplement, but not replace, all other methods. Whenever it is proper and convenient, use the telephone, but do not be afraid to engage in a little legwork

RESEARCH

Research is nothing more than digging out information from files and reference works. Research is used to verify or amplify facts in news stories and to give depth to feature stories and magazine articles.

The public affairs offices have adequate reference libraries. To do any extensive research, learn to use the facilities of the nearest public or college library. Here you can find the necessary books, encyclopaedias, almanacs, magazines, atlases, directories, indexes and similar References.

INTERVIEWS

About 90 percent of everything in a news story is based on some form of interviewing - either in person, by telephone, or occasionally, by correspondence. You must learn **who to get information from** and **how to record facts**. You must learn techniques for handling different kinds of people - how to draw some out, how to keep others on the topic and how to evaluate the motives or honesty of others. In short, you must learn how to get along with people and how to treat them with **tact and understanding** while still accomplishing your purpose.

The Social Construction of News

The news is a socially manufactured product, rather than an objective '**window on the world**'.

Many events happen in reality which do not get reported in the news and those which do appear in the news are placed in a particular **order of priority**.



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It follows that the **content and format** of the news is a result of many decisions made by several media professionals and those they work with and that the news will thus reflect the biases of those who are involved in its creation.

‘The News is Socially Constructed’, means the news is a manufactured product, the result of decisions made by media professionals about **what to include and how to present** what is included.

News Values

News Values are general guidelines which determine how newsworthy an event is. The more news values an event has, then the more prominence the event will be given in a news programme or a newspaper.

Human Interest Insights

A human-interest story is a feature story that discusses people or pets in an emotional way. It presents people and their problems, concerns, or achievements in a way that brings about interest, sympathy or motivation in the reader or viewer. Human-interest stories are a type of soft news.

Human-interest stories may be "the story behind the story" about an event, organization, or otherwise faceless historical happening, such as about the life of an individual soldier during wartime, an interview with a survivor of a natural disaster, a random act of kindness, or profile of someone known for a career achievement. A study published in the American Behavioral Scientist illustrates that human-interest stories are furthermore often used in the news coverage of irregular immigration, although the frequency differs from country to country. Human-interest features are frequently evergreen content, easily recorded well in advance and/or rerun during holidays or slow news days.



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Unit 2

Structure of News – Inverted Pyramid

News articles are written in a structure known as the “inverted pyramid.” In the inverted pyramid format, the most newsworthy information goes at the beginning of the story and the least newsworthy information goes at the end.



Courtesy New Life Ministries

After you have written your story's lede, order the information that follows in terms of most important to least important. There is NO formal conclusion in a journalism article the way there is in an essay or analysis paper.

Example –

Headline -

Railways to begin Bharat Gaurav trains to promote tourism. Details here

Important Facts -

A set of 3,033 coaches or 190 theme-based trains are being introduced under the Bharat Gaurav segment, the railways minister said during a press conference,



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adding that these trains can be run both by the private sector as well as the Indian Railways Catering and Tourism Corporation (IRCTC).

(then background story if any.)

The lede (or lead) of a news article is the first sentence, usually written as one paragraph, that tells the most important information of the story. When writing a lede, it is helpful to use the “tell a friend” strategy. Imagine you had to sum up to a friend, in one sentence, what your story is about. How would you sum up quickly what happened? A story’s lede answers the “Five W’s” in a specific order: Who? What? When? Where? Why?

For example:

The Atlanta Police Department will hold a memorial service Wednesday at Holy Christ Church in Buckhead for fallen officer Lt. James Montgomery.

WHO: The Atlanta Police Department

WHAT: will hold a memorial service

WHEN: Wednesday

WHERE: Holy Christ Church in Buckhead

WHY: for fallen officer Lt. James Montgomery

Precautions in news writing –

Libel

a published false statement that is damaging to a person's reputation; a written defamation.

"he was found guilty of a libel on a Liverpool inspector of taxes"

(usually associated with publishing (writing) wrong information about someone in newspapers or magazines)



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Libel is defined as the published defamation of a person's character based on misleading or inaccurate facts. Newspaper reporters can often run into issues of libel because it is their job to write truthful articles about people that might not always be flattering.

Example –

Reporting the business owners participated in unethical and illegal activities if they did not, which could lead to all three conditions of defamation.

Falsely reporting that a doctor has fake diplomas on his wall, which would damage the doctor's reputation and lead to people shunning or avoiding the doctor.

Even though we live in a country with a free press, journalists cannot write anything they want. Reporters do not have the right to state something about a person that could damage their reputation and that is untruthful.

One of the easiest ways to protect oneself from libel is to make sure to always do accurate reporting and to attribute all information in an article. If you write something about someone that you're unsure about, just ask yourself if it's true, and how you know it's true. Rumors, gossip, and information you received from an anonymous or unreliable source are all dangerous to report, and they could run you the risk of a libel case.

Attributing information

ALL information in a news article MUST be attributed to the source where the reporter got his/her information. The reporter must indicate in his/her article where material was obtained from – from an interview, court documents, the Census, a Web site, etc. Direct quotes and paraphrasing can be used to attribute information obtained in an interview with a source.



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For example:

According to a police report, the suspect threatened the cashier with a gun before running away with the money.

In a 500-page government report, investigators reported evidence that the army had committed crimes against humanity.

Integrating quotes

The first time a source is introduced in an article, you should use that source's full name and title. After this initial reference, use the last name only.

For example:

"The swine flu vaccine is an incredible advance in modern medicine," said Health and Human Services Secretary Kathleen Sebelius.

When attributing a direct quote, always use the verb "said" and never any other verbs such as "explained," "whispered," etc. It is also more common to use the format "XXX said" instead of "said XXX."

For example:

"The housing crisis is growing out of control," Bernanke said.

Even when information from a source is not used in a direct quote and is paraphrased instead, it still must be attributed to that source.

For example:

Bernanke said the recession is probably over.

The recession will most likely begin to recede in six to eight months, Bernanke said.