

6. Journalism and Editing Techniques

Learning Outcomes:

Students at the successful completion of the course will be able to;

- Know the Significance of Report Writing
- Understand the Principles and Techniques of Reporting
- Know the types of news sources and qualities of a reporter.
- Identity: the Role of Sub Editor and Editor
- Critically analyse the challenges in reporting and editing techniques.

Unit-I

Definitions of Journalism, Reporting and Editing-History of Indian Press and News Papers-Printing Revolution-Importance of Print and Electronic Media in Present Society.

Unit-2

Sources of News -Types of News and News Writing- Principles of Reporting-Problems in Reporting - Qualities of Reporter.

Unit-3

Types of Reporting-Importance of Language -International and Indian News Agencies - Importance of Photography in Journalism.

Unit-4

Principles of Editing - Role of Sub Editors and Chief Editors - Techniques of Editorial Page - Headline Techniques- Tips for Captions.

Unit-5

Characteristics of Effective Report - Report writing for all Media: Radio, Television, News Paper, Magazine and Web- Writing of Model Reports of different types like Politics, Crime, Entertainment, Press Conference, Places of Importance etc. - Career opportunities in Journalism.

References:

1. J.Natarajan, History of Indian Journalism, Ministry of Information and Broadcasting, 2010.
2. G.N.S.Raghavan, Press in India: New History, Gyan Publishing House, 1995.
3. K.M.Shrivastava, News Reporting and Editing, Sterling Publishers Pvt. Ltd, 2003.
4. S.Kundra, Reporting Methods, Anmol Publications Pvt.Ltd, 2005.
5. M.K.Joseph, Outline of Reporting, Anmol Publications, 2007.
6. J.R.Hakemulder, News Reporting and Editing, Anmol Publications, 2002.

7. Franklin, Key Concepts in Journalism Studies, Vistaar Publications, 2003.
8. M.V.Kamath, Professional Journalism, Vikas Publishing House, 1980.
9. Bruce D.Itule and Douglas A.Anderson, News Writing and Reporting for Today's Media, McGraw Hill, 2003.

Curricular Activities:

1. For Teacher: Training of students by the teacher in the classroom or in the field on Techniques for Report Writing and Editing. The teacher shall help the students to identify sources, compilation, of information/News, conduction of mock interviews, investigations, judging the authenticity and other related activities. Teacher shall suggest the students to record videos on different news.

2. For Student: The students shall go to the field for collection of news from sources. They shall describe in detail how the sources were identifies, challenges faced while collecting sources, placing the news in order, preparing and editing the report. This Individual Field Work shall be written in the given format not exceeding 10 pages and to be submitted to the teacher, as the Field Work Report.

3. Suggested Field Work Format:

Title Page, Student Details, Acknowledgments, Index of Contents:*Objectives, Step-wise process, Findings, Conclusion & References*

4. Max Marks for Field Work Report: 05

5. Unit Tests/Internal Examinations

Suggested Co-Curricular Activities

- ✓ Prepare a Front Page of a Newspaper with News and Photographs.
- ✓ Training of Students on Reporting and Editing Techniques.
- ✓ Assignments on Current and Trending News
- ✓ Invited Lectures Presentations on Report writing and Editing Techniques by Local Reporters and Editors
- ✓ Debates Seminars, Group Discussions, Quiz, etc.
- ✓ Preparation of Videos on News Items
- ✓ Collection of News and organizing them in a systematic way in a file.
- ✓ Visits to Local News Paper offices/ Press/ Press Conferences etc.
- ✓ Interaction with Local News Reporters and Editors