

04

**VOCATIONAL COURSE**

**ON**

**MEDIA REPORTING**

**AND**

**EDITING**

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**Title of the course** : **Media Reporting and Editing**

**Duration** : **6 months/ 75 hrs. (including internship)**

**Nodal department of HEI to run course** : **Humanities Dept, Jagran College of Arts, Science and Commerce, Kanpur.**

**Broad Area/** : **Print Journalism**

**Sub Sector** : **Media Reporting & Editing**

**Nature of the Course** : **Independent**

**Aligned NSQF Level** : **Foundation**

**Job prospects** : **Reporter & Sub- editor in newspapers and magazines etc.**

UNIT	TOPIC	GENERAL/ SKILL DEVELOPMENT	THEORY/ PRACTICAL/ INTERNSHIP/ TRAINING	NO OF THEORY HOURS	NO OF SKILL HOURS
UNIT 1	News : Concept . Definition. Types of news : Hard & Soft news. Elements of News. News Source. News Angle. Reporter: responsibilities and qualities. Basics of reporting. 5Ws+1H. News – structure: Intro, body & conclusion. Inverted Pyramid style. Media terminology.	General	Theory	03	
UNIT 2	Beat Concept. Meaning. Types of Beats. Press Conferences. Interviewing : Purpose, format and preparation. Formats of reporting: Breaking news, news update, follow up, news analysis.	General	Theory	04	
UNIT 3	Editorial department of a daily newspaper. Newsroom setup and the way it work. Functions of editor, assistant editor, news editor, deputy news editor, chief sub- editor, senior sub- editor and sub- editor. News desk : News – flow. Edition- wise planning & copy management with update.	General	Theory	04	
UNIT 4	Editing : Concept. Need for news- editing. Editing skills : Basics of grammar and language. Understanding the theme/ storyline, news angle and prioritization of key facts. Accuracy, fairness and readability. Simple, short	General	Theory	04	

	and direct sentences. Online reporting & editing. Editing and proof-reading symbols. Headlines : Purpose. Types. Skills for headline writings. Headlines typography. Translation : Meaning. Types.				
UNIT 5	Writing Practices of Letters to Editor, Press- releases and Today's programmes.	Skill Development	<b>Practical/ Internship</b>	15	
UNIT 6	Reporting and Editing news of different beats like Crime, Accidents. Tragedies, Politics, Education, Administration and Life style. Five hours practical session for each segment of news reporting and editing with headlines.	Skill Development	<b>Practical/ Internship</b>	30	
UNIT 7	Translation from English to Hindi and Hindi to English.	Skill Development	<b>Practical/ Internship</b>	15	

Suggested Readings :

1. NEWS WRITING by George A. Hough
2. News Reporting and Writing by Alfred Lawrence Lorenz & John Vivian
3. News Writing and Reporting by James M Neal and Suzanne S Brown
4. A concise course in Reporting by B.N.Ahuja & S.S. Chhabra.
5. Editing by B.N. Ahuja & S.S. Chhabra.