

04

VOC104
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 | |

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| | 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 | Practical/ Internship | 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 | Practical/ Internship | 30 | |
| UNIT 7 | Translation from English to Hindi and Hindi to English. | Skill Development | Practical/ Internship | 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.