

Lesson no	Title of the lesson	Skill	Activity
7	REPORTING AND EDITING	Knowledge building, Information Communication, awareness	List out the five sources from where reporters get news stories.

**Meaning:** Reporting and editing are two important and indispensable parts of print media. Good reporting and good editing make for a good news story, whether it is in a newspaper, magazine, television, or online. Reporting means collecting or gathering facts about current events or background material required for a news story or feature. For the required material for news, a person who edits the materials is called an editor and the whole process is known as editing.

## 7.1 DEFINITION

### Reporting:

- Reporting means the collection or gathering of facts about current events or background material required for a news story or feature.
- Reporters do it through interviews, investigations, and observation.
- Reporters are given directions by editors to cover a particular event, known as assignments.
- Reporters write the news stories, which are called copies.

### Editing

- A person who edits the copies is called an editor.
- Editing is a process by which a report is read, corrected, modified, value-added, polished, improved and made better for publication.
- Condensation is also part of editing.

## 7.2 HOW TO GATHER NEWS

**Reporters get news stories from various sources. The following are the main sources:**

- a) **Listening:** A reporter can get good stories by listening to others.
- b) **Covering event:** The coverage depends upon the importance and magnitude of the event. A small panchayat level meeting will be covered locally, whereas a state-level function will get wider coverage.
- c) **Press conferences:** Another major source of news in the press conference. Leaders of political parties hold press conferences regularly.

- d) **Reports and statements:** these are other major sources of news items. Various commissions and committees submit their reports to Government which is a goldmine as far as news reporters are concerned.
- e) **Parliament and Assemblies:** Parliament and state assemblies when in session generate a lot of news. Questions in both the houses of parliament, proceedings, calling attention, zero-hour mentions, debates and various acts passed by the parliament also make news.
- f) **Police sources:** The police are in charge of law and order. Reporters get details about the crime, accidents, etc from them.
- g) **Interviews:** Interviewing people connected with an event or incident is a very common practice used by reporters to get details.

### 7.3 TYPES OF NEWS

There are different kinds of news stories. According to their nature and character, they can be classified as follows.

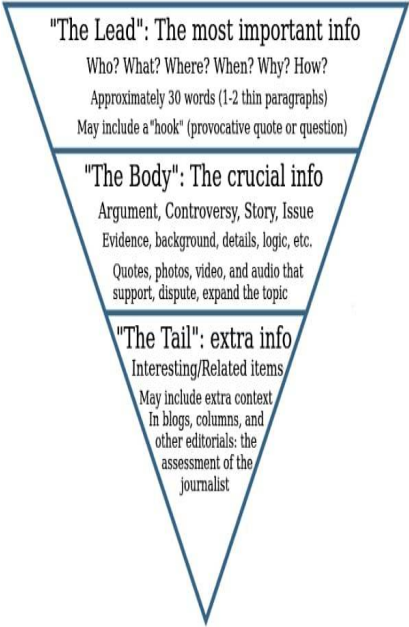
- a) Hard news, b) Soft news, c) Feature, d) Profile of newsmakers, e) Human interest f) Backgrounders

Name of news stories	Hard news	Soft news	Feature	Profile of newsmakers	Human interest	Backgrounders
<b>Examples</b>	Chinese and India Army stand against each other at in borders.	Found in US: Rare Gandhi recording	RADIO REWIND	Stories on Milkha Singh, Nelson Mandela	After a lull, monsoon set to pick up over central, western India	THE GREAT DICTATORS

### 7.4 BASIC FACTS ABOUT REPORTING

There are three basic functions to be followed by the news editors for finalizing the newspaper for print.

- a) Finding the lead    b) Finding the angle    c) Body of a story

Facts of reporting	Finding the lead	Finding the angle	Body of story
Example	<ul style="list-style-type: none"> <li>▪ It was not a passenger aircraft</li> <li>▪ The CM was traveling on that flight.</li> <li>▪ Only ten passengers were on board.</li> <li>▪ “CM dies in a plane crash”</li> </ul>	After getting all the facts about a story, the choice of selecting the right angle begins. The reporter has to decide it quickly because the story has to be reported at the earliest.	<p>Inverted pyramid.</p> 

## 7.5 QUALITIES OF A GOOD NEWS STORY

A good news report should have the following qualities:

a) Clarity, b) Focus, c) Objectivity d) credibility

## 7.6 BREAKING NEWS, EXCLUSIVES, OR SCOOPS

- Breaking news means a report of any sudden news development which was not known so far and which is of utmost importance to a large section of society.
- Exclusives or scoops are news reports which are covered by only one reporter. Nobody else gets it.

## 7.7 QUALITIES OF A GOOD REPORTER

There are 20 qualities required for making a good reporter. It does not mean that all reporters possess these qualities.

The followings are the qualities -

News sense, clarity, objectivity, accuracy, alertness, inquisitiveness, time consciousness, patience, imagination, farsightedness, self-control, integrity, sincerity, fearlessness, tactfulness, mobility, enthusiasm, readiness to face challenges, reading habit.

## **7.8 INVESTIGATIVE REPORTING AND INTERPRETATIVE REPORTING**

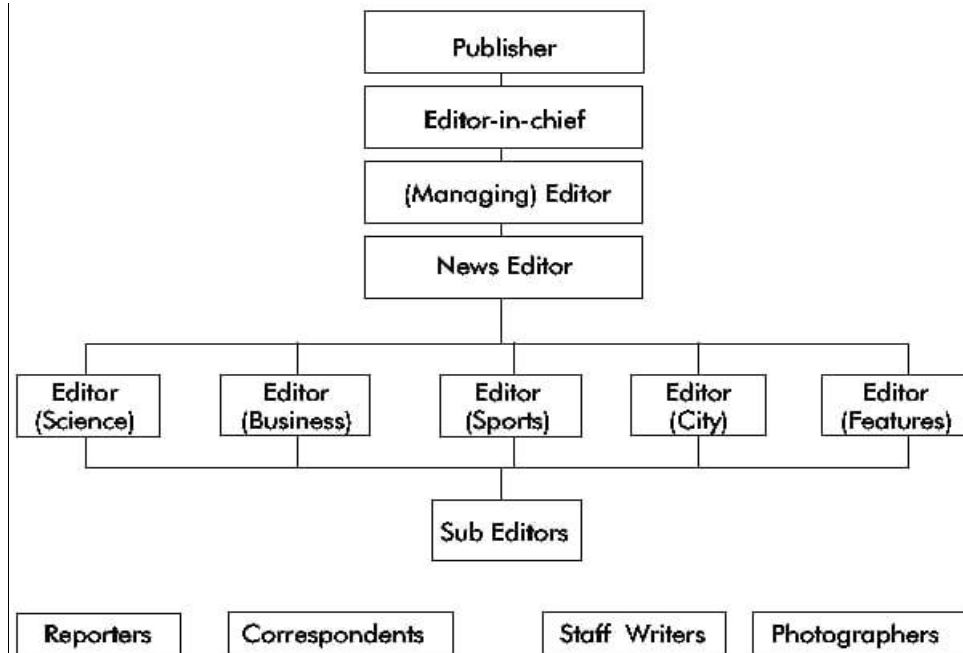
- Investigative reporting means reporting a matter, often a scandal or controversy, in all its details.
- Investigative reporting is also known as in-depth reporting.
- For this, a reporter or a team of reporters select a particular subject and go deep into it.
- Many investigative stories are done by our journalists are the Bofors arms deal, security scam and urea import scam, etc.

### **Interpretative Reporting**

- These stories are analyses of news developments.
- It is mostly done by senior journalists with years of experience in reporting a particular field.
- The most common interpretative reporting is on political developments.

## **7.9 EDITORS**

- Every newspaper will have a set of editors, like reporters.
- All editors are not of the same category. Their positions and role differ according to the work they do.



## 7.10 EDITING COPY

- Copy editing is the essential part before printing the newspaper. Copy editing is not limited to print media but it is an essential element in television and radio.
- Generally, reports are the ones who file stories. They have different assignments.
- These assignments are from politics, economics, parliament, the stock exchange, sports, courts or markets.
- Basically reports have short time to write the story with all the facts and figures. So the first job of a sub editor is to see that the report is in good language and there are no mistakes.
- The next job of the sub editor is to value add the report.
- The sub editor then has to find a good heading for the story.
- The sub editor now has to see if there is a possibility for including photographs along with the news item.

## 7.11 TOOLS OF A SUB EDITOR

- A good dictionary is the first tool that a sub editor should keep by his side.
- All newspaper offices are equipped with different types of dictionaries.
- Another tool a sub editor needs is reference books. When stories are edited, you need to refer on various issues.
- A sub editor should know where to get the information he wants. Nowadays websites provide a lot of information.

## 7.12 EDITING ON COMPUTER

- Editing on computer has its advantages.

- Words and sentences can be correct on the screen.
- There are a wide range of typefaces available. Pages are set on computer. All set of pages can directly go to the press.

### **7.13 LAYOUT OF PAGES**

- Each newspaper has a different layout though all have eight columns in each pages.
- Types of fonts used by newspapers also differ from paper to paper.
- Sub editor has to learn the typefaces available in the paper and the layout pattern adopted.
- Page layout is an art. Each page is different in a paper. At the same time there is continuity also.

### **7.14 ETHICS OF REPORTING**

- There are certain rules of conduct or principles of morality which we have to follow while reporting.
- The editor should check and verify that the news which he publishes is correct, accurate and factual.
- He should not publish anything that is misleading, inaccurate, defamatory, vulgar or obscene.
- The government of India has passed from time to time several Acts connected with the press and press freedom.
- The Press and Registration of Books Act 1867 is the oldest among them. According to this Act, every newspaper or magazine printed in India shall print the name of the printer and publisher and the place of printing in the publication.
- Any paper which defames the reputation of a person, that individual can file a defamation case in the court of law.
- The editor, printer or publisher is liable to be punished either individually or jointly.

### **EXTEND YOUR HORIZON**

- Publisher and the Chief Editor is the supreme head of the newspaper.
- Under the guidance of Chief Editor many deputy and sub editor and reporting staff work.
- Writing a story is the most commonly used method is of an inverted pyramid.
- There are different types of news stories.
- Collecting news stories is a tedious task for reporters, they all are good listeners, reporters generally developed some sources, conduct interviews to create stories.

### **EVALUATE YOURSELF**

- Find out any investigative story that was reported recently.
- Write down the content regarding “Black Money” in Swiss bank.

## MAXIMIZE YOUR MARKS

- Attempt all the exercises given in the lesson.
- Name the five sources from where reporters get news stories.