Lecture # 8

**WHAT IS REPORTING?**

 Reporting means, to report, to tell, to inform.

 Information is the oxygen to think or to form an opinion or to react.

**Two forms of reporting are:**

1. General assignment reporting
2. Beats reporting or special reporting.

 Each of these areas have distinct characteristics, but their borders are tricky and over lapping.

 News stories do not fall into a single category. They spill over into both.

**GENERAL ASSIGNMENT REPORTING:**

It ranges from crime to crops, from weather to workers. The most successful General Reporters are excellent workers. They always ask themselves how valuable it is for audience. They go as close to the gross roots as possible in an attempt to generate original material. Reporter is an explainer of complicated issues and the General reporters are supposed to report the facts in and communicative manner. While doing general reporting you must know that true, new and interesting factors make news. Always look for new pitch. Every reporter has a different I.Q and style.

**Media wise classification of Reporting:**

* Print media reporting
* Radio reporting
* TV reporting
* Web reporting

**Other forms of reporting are:**

* Soft news reporting
* Analytical reporting
* Sensational reporting
* Investigative Reporting
* Interpretative Reporting

**Some Basic Rules of Reporting**

A GOOD Reporter should take care of Some Basic Rules of Reporting.

Never leave your camera or laptop unattended, because if you lose it, how can you work?

Keep your laptop, cell phone and camera batteries charged.

Try to get sick only on your days off. It means that the profession of Reporting is not a job for fix hours. It is a way of life. If a person is habitual of taking leave on one or other pretext, he can never be a professional reporter.

If you do not understand something, ask for a clarification. “Assumptions” kill more journalist every year than any other natural cause.

Be honest about deadlines and time. If you fail to report on time or speedy than you will not be treated as a good Reporter.

Be skeptical, check facts to make sure they are facts. A single source of information is an invitation to disaster.

Read newspapers and internet and stay tuned, you never know what kind of story you will have to do.

Ignorance is not an excuse in News profession.

**DO’S AND DONT’S**

Where give pace ever possible abbreviations should be avoided, avoid roman numbers.

Mr. & Mrs. Dr are permissible but MS, Prof, Asst and Dir are not.

Six thousand and 23 (ok)

6,023 (not good)

Three Million eight hundred (ok)

3,008,00 (Not good)

Eight Billion, 600 thousand (ok)

8,600,000,000 (Not good)

Use figure for 10 to 999, but after that write thousands, millions and billions.

**Principles of good writing**

Write in words not in figures or digits

Keep sentences short, on the average.

Write the way you talk

Write to express, not to impress.

Prefer simple on the complex

Prefer the familiar words.

Avoid unnecessary words

Put action into your words.

Use terms which your reader can understand

Tie in with your reader’s experience

Make full use of variety.