

The Islamia University Bahawalpur

Department of Media Studies

COURSE OUTLINE

SUBJECT: Introduction to News Gathering

Class: MA 1st & 2nd

Mid Term: Marks 30

1. Definition of News Gathering 2. Definition of Reporter 3. Duties of Reporter
4. Attributes of Good Reporter 5. Definition of News 6. Types of News 7. Types of Reporting 7. Structure of News Story 8. Process of Copy Editing 9. Role of Copy Editor as Gate Keeper

Final Term: Marks 50

1. Re-Writing of News stories 2. Guiding Principles of Journalistic Translation
3. Signs of Editing 4. News Structure (Inverted Pyramid) 6. Dateline of news
6. Intro of News 7. Details of News 8. Guiding Principles of Copy Editing
9. Guiding Principles of Headlining 9. Practice of News Preparation 10. Practice of Headlining 11. Practice of Copy Making

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BS 5th Final... Subject: Advanced News GatheringTotal Marks: 50

OBJECTIVE PART Marks: 20 Time:20 Minutes

Name : _____ Roll No: _____

Q .1.(A). Fill in the blanks. Time: 10 minutes Marks: 10

1. Reporter's duty is _____ for any news organization.
2. Date line consist on 1. _____ 2. _____
3. Reporter performs role as _____ in news organization.
4. 1. _____ 2. _____ are basic qualification of Reporter.
5. Unverified ,ambiguous & doubtful facts _____ in news story.
6. _____ editing symbol is used as closing sign at the end of the news story.
7. Reporter should be good _____ & _____.
8. Language of news story should be _____
9. New is _____
10. Intro of news consists on _____.

Q.1.(B). Please encircle correct choice. Time : 10 minutes Marks: 10

1. Reporter paints picture by words & sub-editor sharpens it . T/F
2. Reporter performs his/her duties as gatekeeper in news organization. T/F
3. Authentic information is assets, credibility & best defense of Reporter. T/F
4. Repoter is guard of language in Print & Electronic media. T/F
5. Use slugs or catch words on every page of the news story. T/F
6. News consists on slander contents. T/F
7. To maintain objectivity in news is duty of Reporter. T/F

8. _____ editing sign is used to start new paragraph in news . T/F

9. News structure consists on this sequence 1.Details of the news 2.Dateline.3.intro T/F

10. Double faced words or sentences are used in news story. T/F

SUBJECTIVE PART - Marks: 30 - Time : One hr 40 minutes

Q.2. Please give short answers of the following. Marks :7*2=14

1. Describe definition of Reporter.
2. Give FIVE editing signs with explanation.
3. Give definition of news.
4. Define Intro of news story.
5. Explain briefly role of news room in news organization.
6. Explain structure of news story.
7. Give just 5 basic attributes of Reporter.

LONG QUESTIONS

Q.3. Describe guiding principles of professionally standard news writing. (8)

Q.4. Please prepare a news story from the following hints. (8)

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Class: BS 5th, Paper: News Gathering, Final Term, Marks: 50, Time: 2 hours

Name, _____ Roll No _____

Part- 1

Q.No.1. Write down short answers on following. (6*5=30)

1. Describe structure of news story according to journalistic parameters.
2. Reporter performs role as gate keeper in news organization. Explain.
3. Please define news gathering & news reporter.
4. Narrate guiding principles of journalistic translation.
5. Give editing symbols explanation & examples.
6. Explain what is news & what is news not.

Part-2

Q.No.2. Describe guiding principles for standard News Reporting. (10)

Q.No.3. Prepare a news story according to journalistic parameters from following hints. (10)

1: What is the symbol of editing?

1. To insert a word, sentence or paragraph (λ)
2. To join the words (↪ ↩)
3. To spelled out complete (○)
4. To start new paragraph (L)
5. To write in abbreviation (○)
6. To convert figure into words e.g 420 Four hundred twenty
7. To convert word into figure e.g fourteen into 14
8. Closing sign (#)

2: Definition of news gathering?

News gathering, means collection of news stories from different fields of life for any news agency or any news organization. For this purpose, reporter works in their beat in news organizations. Reporters collect news stories from their beat and submit news story in news room. There is a proper reporting section is established in every big news organization where dozens of reporters performed their duties.

3: Define news structure?

Dateline= (place + source) +intro of news+ details

Intro of news: Intro of news is summary consist on climax main feature or result of the news it is given the start of the news dateline is the first part of intro .intro is most important part of news story it should be direct and attention grabbing it should contain the most important of story but not whole story

4: What is news?

News is an unpublished account of human activity, which seeks to interest information, educate, to expose, to entertain , to confirm is news.

what is not?

Miss inform miss represent distort advocate slander gives the reporter opinion is not a news.

5: Role of copy editor as gatekeeper:

Gatekeeper theory was presented by Kurt Lewin in 1947. Concept of the theory is that information is scratching filtering and matching according to the policy of media organization by media person. Producer, director, writer and editor. According to this theory sub editor performs as editor, gatekeeper in newspaper organization. He/she has to select strain 100 of reports, pictures graphs cartoons etc. and make them into publishable news material according to the criteria of journalism and policy of newspaper. In this way sub-editor filters the journalistic material and perform his/ her duties as a gatekeeper.

6: Guiding principles for journalistic translation?

1. Journalistic translation should not be sentence-wise. It is according to requirement or theme of the news story.
2. News structure should be word to word during the process of translation.
3. Main news sense and facts must be maintain during translation process.
4. Abbreviations should be given in details in a Urdu newspaper to facilitate the readers.
5. Names of unknown cities should be replaced into the name of country.
6. Technical terminologies of different knowledge should be converted into newspaper language if possible.
7. Translation of news story should be according to the requirements of relevant language of newspaper.
8. Don't give paragraph in Urdu news stories during translation.

Long Question

7: Guiding principle of news gathering/news reporting?

- 1) Read and watch copy or other material carefully and do understand facts of news story and other material.
- 2) Do verify facts and figures from relevant and other sources if necessary
- 3) Ambiguous unverified doubtful facts should be avoided
- 4) Figures should be given carefully
- 5) Double phased unethical words and headings and low taste pictures should be avoided
- 6) Include background facts of news story specially in follow up stories
- 7) Word like yesterday tomorrow and toady should be converted into correct days
- 8) News should be consist of only on newsworthy material
- 9) News should consist and brief irrelevant unnecessary slanted and propaganda must be edited
- 10) Language of news story should be simple fluent and journalistic not literary
- 11) News should be on short sentences. repetition and split word should be avoided
- 12) Use proper and suitable words for ensuring the success of communication process of facts
- 13) Use catch word or slugs on every page of the news story reference and quotes should be correct and verified
- 14) Policy of newspaper should be follow if necessary.

Introduction to Newsgathering/Reporting:

News gathering mean collection ^{& searching} of news stories from different fields of life for any news agency or any news organization. For this purpose reporter work in their beat in different news organizations. A reporter collects news stories from their beat and submit news story in news room. There is a proper reporting section is established in every big news organization where dozens of reporters perform their duties.

Chief reporter this in charge of reporting section and assignment editor daily assign different duties to different reporters. After daily base beating of reporting section.

Reporter:

Reporter is a journalistic worker ^{of any news organization} who ^{searches and} collects ^{reports} different news ^{stories} from his/her beat and submit ^{of his/her} these to news room ^{of his/her} organization.

There are many reporters perform their duties in a news organization in their beat like, crime reporter, showbiz reporter, sport reporter, political reporter, e.t.c Reporter is a main and important source of news gathering for any news

organization. Reporter highlights different issues and problems, by his/her report. Reporter also disclose corruption and scandal of any society. He/she also informs public about different developments/happening of any society. Reporter should be objective in his/her reporting. He/she should not slant news stores due his/her interest. He/she must be responsible . He/she must be responsible during reporting of any event any event and incident. Reporters which work at some city from where newspaper or channel established are called reporters and reporters which perform their duties which other city and town are called correspondence different credit lines are given to reporter and correspondence for their news repoter.

Attributes/Qualification/Qualities of good Reporter:

Some qualification/attribute are required for the reporter to do professionally stander reporting. These qualifications are as follow:-

- 1) News sense.
- 2) Wide knowledge.
- 3) Command our knowledge/linguistic master.
- 4) Communication skill/writing skill.
- 5) Acutance/command with current affairs.
- 6) Decision power.

7) Awareness of press laws and ethics.

8) Objectivity.

9) Passion of accuracy.

10) Good memory.

11) Good observation.

✓ *Intro*

Intro of any news stories consist on summary of news or climax of the news results of the news main features of the news. Intro is given in the start of the news stories after date line. Intro narrates the main and important facts of any news stories. There are two parts intro 1 Date line 2 Summary of the news.

Date line consist of two parts place and source of the news.

A reporter is not

(1) An analyst or and opinion giver

(6) An advocate.

(2) A PR (public relation) person.

(3) A crystal ball gazer

(4) A policy maker.

(5) A missionary.

*** A reporter is somebody who ***

- (1) Information.
- (2) Provides facts.
- (3) Breaks news.
- (4) Educates the public.
- (5) Shapes public mode.
- (6) Exposes flaws in police.
- (7) Highlights issues for publics.

✓ * NEWS *

News is an objective reporter of any event, incident or issues in which public interest is present or about which public want to know is called news.

News objectives

- | | |
|------------------|-----------------|
| (1) Information. | (4) Entertains. |
| (2) Educates. | (5) Confirms. |
| (3) Exposes. | |

News does not

- (1) Mis information.

(2) Mis represent.

(3) Distort.

(4) Advocate.

(5) Slander.

(6) Give the reporter's.

~~SUB-STATION~~?