

VOCATIONAL COURSE

ON

MEDIA REPORTING

AND

EDITING



**CONDUCTED BY
DEPARTMENT OF HUMANITIES**

JAGRAN COLLEGE OF ARTS, SCIENCE AND COMMERCE

AFFILIATED TO C.S.J.M.UNIVERSITY, KANPUR

620, W- BLOCK, SAKET NAGAR, KANPUR- 208014 (U.P.)

Website:jagrancollege.ac.in

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

Name of proposed skill partner : Jagran Institute of Management & Mass Communication, Kanpur.

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	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.