



PRINT JOURNALISM

BA(JMC) 102

Unit II

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Syllabus- Unit 2

- **[News Reporting and Writing]**
- News Reporting: Reporting for Various Beats
- Types of News Reports: Objective, Investigative and Interpretative
- Reporting for Newspapers, Magazines and News Agencies
- Structure and Style of News Writing
 - ✓ Types of Headlines, Leads and Body
 - ✓ Guidelines for Headline Writing


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News Reporting

- It 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.

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Sources Of Reporter For News:

- **Interviews:**
 - ✓ Interviewing people connected with an event or incident is a very common practice used
 - ✓ by reporters to get details.
- **Police Sources:**
 - ✓ The police are in charge of law and order.
 - ✓ Reporters get details about crime, accidents etc. from police sources.
- **Reports And Statements:**
 - ✓ These are another major sources of news items.
 - ✓ Various commissions and committees submit their reports to the Government which are a goldmine as far as news reporters are concerned.


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Sources Of Reporter For News:

- **Press Conferences:**
 - ✓ Leaders of political parties hold press conferences regularly.
 - ✓ Ministers also hold press conferences to announce various programmes and policies of the government.
- **Covering Events:**
 - ✓ 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.
 - ✓ If it is a national event, it will receive nationwide attention.


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BEAT REPORTING:


- It is the craft of reporting on an issue or particular sector, organization or institution over time.
- Beat reporters build up a base of knowledge on and gain familiarity with the sector, allowing them to provide insight and commentary in addition to reporting straight facts.
- A good beat reporter always operates at both the micro level and the macro level of analysis.

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 **Types Of Reporting:**

- **Crime Reporting:**
 - ✓ Crime is a part of life and it is newspaper's duty to inform the readers of what crimes are going on in their city, state or country.
 - ✓ Crime reporting is usually assigned to one of the junior reporters in a newspaper, it is a highly responsible and specialized job.
 - ✓ The reporter should not only have the ability to sift the grain from the chaff, and the truth from lies, he should also have good contacts in the police and other departments of the administration as well as working knowledge of the penal codes and law on libel and other relevant matters.
 - ✓ He should be as objective and as humanly as possible so as to avoid resorting to sensationalism or cheap gimmicks to catch the attention of the readers or the viewers.

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 **Types Of Reporting:**


- ✓ He should not suppress news of public interest.
- ✓ Nor should he seek to settle personal scores with police officers or lawyers or judges.
- ✓ He must be careful that in the course of his work, he does not unnecessarily invade a citizen's privacy.

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 **Types Of Reporting:**

- **Criticism:**
 - ✓ Some reporters have been found guilty of unethical standards, thus causing much pain and sorrow to their victims or their families and friends.
 - ✓ Crime Reporters try to glorify the activities of criminals or sometimes make heroes of them.
 - ✓ This practice should be discouraged as much as a resort to sensationalism.
 - ✓ The crime reporter must never violate standards of decency and good news taste.
- **Examples:**
 - ✓ There are several types of crime news-murders, fires, accidents, robberies, fraud, blackmail, kidnaping, rape, etc.


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Court Reporting:

- A country governed by laws needs many courts, each with a different jurisdiction.
- The emphasis of the news media is on criminal courts, High courts, and the Supreme Court.
- The media are less interested in covering Civil Courts.
- One of the reasons for this lack of interest may be that the Civil Courts are jammed with
- cases, the suits remain pending there for several years.
- Court reporters must understand the judicial process from beginning to end.


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Court Reporting:

- They should know what happens when a suspect is arrested, charged, tried and sentenced or released.
- The best way to learn the process is to spend time at the court house.
- A court reporter should also have good contacts with the lawyers working on a case and if possible with the respective parties.


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Court Reporting:

- Where a case attracts much public attention, reporters may be under pressure from rival lawyers for a more favorable description of their individual positions.
- The reporter must then ensure impartial reportage in all fairness to the proceedings in court.


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Health Reporting:

- Health reporter usually informs the public about major epidemics, diseases and their cures, new medical discoveries, medical irregularities, etc.
- The health reporter in no way should frighten the common man but present remedies and cures for the diseases.
- Health Reporters usually deliver medical news as if they are reporting on a hostage crisis.
- Information is delivered rapidly, but little time is taken to provide a context for the story.


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Health Reporting:

- To avoid inaccurate stories, health reporters need to examine the credibility and biases of scientific sources.
- The major sources for a health reporter are the doctors or medical officers.
- The health reporter should deal with failures to be accurate, to identify vested interests, to follow up on stories, and to cover important health issues as the patients are the ones who stand to suffer the most.


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Civic Reporting:

- Public Citizen is very interested to report the news reporters for information in a variety of cases: products liability, medical malpractice, cases involving children, cases involving drugs or medical devices for women etc.
- Reporters around the country are increasingly turning to civic journalism to find better stories and report them in ways that re-establish a bond with readers, viewers and listeners.
- The civic reporter needs to be active men who have the opportunity of making a wide circle of friends.
- The Civic reporters should be responsibility as an important link in the chain of news collection of interest to the newspaper.
- A civic reporter has his/ her link with police officers and corporation administrators who inform him of anything important taking place around.


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Political Reporting:

- A political reporter should have intelligence, instinctive perception of ground realities, good judgment of people and a strong historic sense.
- A skilled political reporter is able to expose the naked ambitions of political leaders and the hypocrisy of political parties.
- Party conferences, campaigns and rallies and press conferences are the normal reporting events in Political Reporting.
- One of the basic duties of political reporting is to bring to national focus such deserving leaders and to warn the nation against criminals in political garment.
- The political reporter must have a sound knowledge of history and the ability to see the chain of events before it happened and the wisdom to translate the thoughts into memorable words.
- Connections and inside sources are the strengths of a politics reporter.


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CULTURE REPORTING:

- Culture reporting also focuses on the personal lives of people, primarily celebrities, including movie and stage actors, musical artists, models and photographers, other notable people in the entertainment industry, as well as people who seek attention, such as politicians, and people thrust into the attention of the public, such as people who do something newsworthy.
- It focuses on people who are either already famous or are especially attractive, and in that it often covers celebrities obsessively, to the point of these journalists behaving unethically in order to provide coverage.
- A culture reporter should essentially be an honest storyteller, who should rise above his prejudices and subjectivity.
- He should be fair and impartial and present in all aspects of the story.
- Complete objectivity may be required as the primary job of a reporter in any beat is to tell the truth.


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Civil Administration Reporting:

- Civil administration reporters have to work with civil authorities and civilian populations
- in the area of operations.
- Civil administration reporters are the specialists who can quickly and systematically identify critical requirements needed by local citizens in bad situations.
- They can also locate civil resources to support help operations, help support national assistance activities.
- The civil administration reporters provide a prime source of nation-building skills.


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Civil Administration Reporting:

- Their prime focus of reporting is in the fields of public administration, public safety, public health, legal systems, labor management, public welfare, public finance, public education, civil defense etc.
- One of the main components of civil administration is the police who are appointed with the duties to keep a check on the society.


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Education Reporting:

- The education reporter focus on the education systems as these can be used to promote doctrines or ideals as well as knowledge.
- In today's era, the education reporters focus on adult education as they have become
- widespread in many countries.
- The reporter has to report about the Education reforms.
- Educational reforms are plans, programs, or movements which attempts to bring about a
- systematic change in educational theory or practice across a community or society.

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- The education reporter has to report education plans, durations, costs, and scholarships of various educational programs started by national and international universities.
- The education reporter must be aware with different departments of education, have good contacts with colleges and universities and get an insight into the psyche of the students' about their preferences and choices.
- These reporters have to regularly attend functions like convocations, academic events of colleges and universities to know the progress and the launch of new educational programs.


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SPORTS REPORTING:

- Sports writing and reporting demands, in the first place, an exceptional interest in the field of sports and a good writing style.
- Sports reporters are conversant with the rules of the game and have good relations with players and coaches alike.
- Sports reporters write to appeal to a class of readers who eat, drink and sleep sports.
- Sports writing is as competitive as the game itself.
- Reporter's focus is always on the theatre of action on the playing fields.
- Reporter's depth of knowledge is important while commenting on star performers.
- Everything that you write must be in good taste.

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Science And Technology Reporting:

- Science journalism is an relatively new branch of journalism, which uses the art of reporting to convey information about science topics to a public forum.
- Credibility and clarity are the catchwords in science reporting.
- FOR EXAMPLE: ISRO,NASA etc.


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Parliamentary Reporting:


- Legislature reporting focuses on the day-to-day proceedings of Parliament as well as state legislature.
- Normally, seasoned special Correspondents are assigned to cover parliamentary proceedings, to ensure accuracy and maturity in reporting.
- Legislature reporting often involves taking important notes of speeches made by ministers and members of the legislature, for which knowledge of shorthand is an advantage.

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- Parliamentary or legislature reporting keeps the people abreast of the performance of their elected representatives, and helps them evaluate the political leadership to exercise their franchise meaningfully.
- Parliamentary Correspondents are given accreditation cards, which the Speaker can
- withdraw without assigning any reasons.
- Normally, a card is withdrawn if a journalist is found to be “misrepresenting proceedings of the House in the press or publishing (or broadcasting) matters not intended for the public against the Speaker”.


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Types Of News Reports

- Reporting is the process through which we go on location or site of the incident and grab the information and make available to the common people.
- **Objectivity In Reporting:**
 - Journalism needs to be more objective, accurate and investigative in the way it presents information and relays facts to the public.
 - This objectivity in journalism helps the audience to make up their own mind about a story and decide what they want to believe.
 - The journalist must report only the facts and not a personal attitude toward the facts.


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Interpretative Reporting:

- Interpretative reporting puts news in perspective to bring out its significance.
- It is a demanding discipline calling for thorough knowledge of the subject and proficiency in reporting.
- The Interpretative reporter gives the reader the background of an event and explains the possible consequences.
- Besides his own knowledge and research, he/she often relies on the opinion authorities on the subject.
- For an intelligent newspaper reader, there are few surprises, because the interpretative


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Interpretative Reporting:

- reports keeps him informed of the consequence of events.
- The Interpretative reporter must be well read-his reading of history, economics, sociology, political science and other academic subjects equips him to be an intelligent interpretative reporter, aware that a news item is not an isolated incident, but a inevitable link to a chain of events.
- Remember that prejudices of and kind and stereotype attitudes hamper intelligent perception and professional credibility.
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Essentials Interpretative Reporting:

- **Factual Background:**
 - The interpretative reporting builds up structure on the foundations of factual background of any news story.
 - Most important 5 Ws in factual background are as follow – What, When, Where, Who & Why.
- **Eyewitness Accounts:**
 - Eye witness account is the statement of the person who was present at the spot when any accident or event took place.
 - Eye witness' statement is more important when the news is about accidents, fire stories, earthquake, floods, etc.
 - The expressions of eyewitnesses must be recorded with their names and identifications.

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• **Interviews:**

- Interviews of concerned people such as Police officials, fire brigade, social workers, injured ones, relatives of dead ones, etc. are very important to build an interpretative report.

• **Investigative Reporting:**


- Investigative reporting is exposing and reporting corruption.
- It calls for exceptional courage, a sense of justice and a commitment to the higher values of life.
- All news stories require some kind of investigation by the reporter; but investigative journalists dig hard and deep into the realm of the powers that be, which in itself is a dangerous enterprise.

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- They dig weeks and months to get one story, but that one story gets national attention because it tells how the government bungles, how ministers squander funds, conspire and deny promotions to the meritorious, and, above all, suppress facts.
- The remarkable thing about their investigation was that it kept to the highest standards of professional journalism.
- He should be wary of lobbies and lobbyists, political or commercial, trying to misguide him.
- The best kind of Investigative reporting is that which keeps the public interest in mind.

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- It may highlight an injustice, expose corrupt practices or unmask dishonest politicians and Bureaucrats.
- Without the support of the judiciary, the executive or the legislature, the investigative reporter cannot bring his reports to logical ends.
- Investigative journalism is finding, reporting and presenting news which other people try to hide.
- It is very similar to standard news reporting, except that the people at the centre of the story will usually not help you and may even try to stop you doing your job.

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- job of journalists is to let people know what is going on in the community, the society and the world around them.
- Journalists do this by finding facts and telling them to their readers or listeners.
- In many other cases, governments, companies, organizations and individuals try to hide
- decisions or events which affect other people.
- When a journalist tries to report on matters which somebody wants to keep secret, this **is investigative journalism**.


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Basic Principles In Investigative Journalism:


- **NEWS VALUE:**
- Most newspapers, radio and television stations get a lot of requests from people to "**investigate**" some alleged wrongdoing.
- In many cases these are silly matters, lies or hoaxes.
- But you should spend some time on each tip-off, to decide whether or not it will make a story.

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- **KEEP YOUR EYES AND EARS OPEN:**
- Good investigative reporters do not let any possible story clues escape.
- They write them down because they might come in useful later.
- **GET THE FACTS:**
- Because investigative reporting means digging up hidden facts, your job will not be as easy as reporting court or a public meeting.
- People will try to hide things from you.
- You must gather as many relevant facts as you can, from as many people as possible.
- Your facts must be accurate, so always check them.

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WORK WITHIN THE LAW:

- Journalists have no special rights in law, even when investigating corruption.
- Unlike the police, journalists cannot listen in to other people's telephone calls or open their letters.
- Journalists cannot enter premises against a person's wish.

THREATS:

- People may threaten you to try to stop your work.
- This could be a threat of physical harm or a threat by a company to stop advertising with your newspaper or station.
- Most threats are never carried out.
- The people making them realize that harming you will only make their situation worse.

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EVIDENCE:

- In addition to gathering facts, you should also gather evidence to support those facts.
- This is especially important in case you are taken to court for defamation as a result of your investigation.
- Courts will only accept facts which can be proved.

CONFIDENTIAL SOURCES:

- When investigating corruption or abuse, you will meet people who will only give you information if you promise never to reveal their identity.
- If you promise to protect a confidential source, you must do so until the source himself or herself releases you from that promise.

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STRUCTURE AND STYLE OF NEWS WRITING

STRUCTURE OF NEWS WRITING:

CHRONOLOGICAL FORMAT OF NEWS STORY WRITING:

- This pattern works very well when a writer is trying to convey critical points of a story.
- Chronological format is widely used for narrating or writing stories, real or fictitious.
- The entire sequence of events is presented in order of their occurrence.
- This format works better for feature articles that provide the time and space for the character and story development.
- The story has the beginning, middle and end.

FOR EXAMPLE : Books


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INVERTED PYRAMID

- **INVERTED PYRAMID FORMAT OF NEWS STORY WRITING:**
- News is not merely for entertainment.
- Its primary purpose is to inform.
- Therefore the facts are not presented in order of occurrence but according to the relative importance of each fact.
- Most important fact is presented first followed by the facts of lesser importance in order.
- The order is not chronological but of importance.


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DISADVANTAGES

- **DISADVANTAGES OF INVERTED PYRAMID NEWS:**
- It does not encourage good writing.
- Many times stories do not have an ending crafted by the writer, There is no suspense.
- Reporters tend to lose interest, time and energy.
- Writing in the second half of the story is casual at best, and poor at worst.
- Some experts feel that there is hardly any scope for creativity.
- It is also important to note that inverted pyramid format of news writing does not allow any conclusion or summary.
- **NOTE:** This format was developed during civil war.


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THE HOURGLASS

- **THE HOURGLASS FORMAT OF NEWS STORY WRITING:**
- This style is the least used style of the styles that we used in Journalism.
- It is generally reserved for use in features or in magazine articles.
- It involves both chronological as well as inverted pyramid format.
- It offers the reporter greater flexibility for some type of articles.


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HEADLINES


- A headline is a 'window' to the news story.
- A heading must fit, must tell the story, must confirm to newspaper's standard, must not
- just be a label, must be safe and must not commit the paper to an opinion.
- The headline of the news items are much more than just a set of words.
- It is the responsibility of the page-designer to make each headline as distinctive as possible within the given newspaper format.

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- Headline by its nature has to be short and crisp, but that does not mean that headline should provide incomplete information.
- Writing an appropriate headline is a highly creative art and needs high levels of concentration, wisdom and awareness of the current events.
- **FUNCTIONS OF HEADLINE:**
- Tell the reader what the story is about, give this information in a quick and easy-to grasp format, and make the reader want to know all about the story.
- To provide the most important information of the news in short.

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- To help the audiences to select the news of their choice.
- To attract the audience towards the news story.
- To make the news story attractive.


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- **TYPE OF HEADLINE:**
 - **BANNER HEADLINE:**
 - A newspaper headline written in large letters across the width of the page.
 - When the heading is given below the nameplate of the newspaper and covers all columns from left to right, it is called **banner headline**
- **LABEL HEADLINES:**
 - When the headline just indicate the class or the type of the event that is described in the news it is called **Label Headline**.
 - **FOR EXAMPLE:** In Parliament Today, City Notes, Supreme Court Today etc.




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- Label headlines are generally used for regular columns and for reference news.
- **SKYLINE HEADLINE:**
 - It is used for very exceptional and exclusive events, the headline of the story is sometimes given over the nameplate of the newspaper.
 - It means that the event is even more important than the authority of the newspaper.

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- **GUIDELINES FOR HEADLINE WRITING**
- A good headline should be accurate, clear, grammatically correct, strong, active, fresh and immediate.
- It should catch the reader's attention.
- It summarizes or tells about the article.


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TIPS FOR WRITING HEADLINE:

- Best headline writers are spontaneous and creative; the best headlines instantly come to you.
- Headline writers have to be the best writers at the newspaper.
- Many times, the best headlines you come up with cannot be printed.
- Read others' headlines to get ideas, but doing so isn't necessarily going to make you a better headline writer.
- The more conversational the headline, the more the readers will like it.
- The most-effective headlines are those that give an old news a new twist; readers are familiar with the news, but something different about it will reel them in.
- Four-points to test each headline are accurate, clear, tone and twist.


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BASIC RULES FOR HEADLINES:

- They must be accurate.
- They must fit the available space.


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MAIN ELEMENTS OF HEADLINES:


- Headline by its nature has to be short and crisp, but that does not mean that headline should provide incomplete information.
- In an effort to be short and crisp the headline writers sometimes create double-meaning headlines, but it's a wrong practice, headline should convey only onemeaning.
- The headline must convey the most important information.

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- For achieving this it is essential that the person responsible for writing the headline reads the story not only once but many times so that the most important point emerges.
- The headline must attract and create curiosity.
- Headlines should be accurate in Tone, Don't put a light headline on a serious story.
- Don't repeat the lead in a headline.
- Write a better headline than the lead.
- Every news story headline should have an active Verb.

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- Get the most important element first, the least important head element last.
- **ATTRIBUTION IN HEADLINES:**
- Attribute heads that convey opinion.
- If the lead needs attribution, chances are the headline will, too.
- Most times, attribution will go at the end of the headline.

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- **IMPORTANCE OF PAGE LAYOUT IN HEADLINES:**
- The layout editor should make the headlines work with the graphics and the art on the page.
- Most reader surveys show that newspaper readers look first at photos on a page, then headlines.
- The page designer should leave ample room so writers can create good headlines.
- The layout editor should vary the size and shape of headlines to accurately grade the
- news elements for the reader.
- **NOTE:**
- Avoid using the same word in several headlines that appear on the same page, this can easily bore the reader.

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- Don't get into the habit of relying on squeezing or stretching the headline type to fit the space. To trained eyes, it can look sloppy, especially when the "doctored" headline appears near other headlines.

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- **PRINCIPLES OF WRITING HEADLINES:**
- **HEADLINE IS NOT A COMPLETE SENTENCE:**
- Headlines are like announcements, commands and slogans.
- They do not follow the rules of grammar for sentence making but still they convey the meaning.
- **VERB PUTS LIFE IN THE HEADLINE:**
- Headline without a verb is considered passive headline, and simple addition of a verb may make the headline active and more appropriate.
- **FOR EXAMPLE:** Tsunami Hits Japan.
- **NO JARGONS AND TECHNICAL WORDS:**
- Like any other media writing headline writing is not to show off the vocabulary richness
- of the author.

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- Simple rule is to use the words whose meanings are clear to most of the audiences.
- Use of difficult words is still more harmful.
- **TOO MANY ABBREVIATIONS SPOIL THE HEADLINES:**
- Names and processes which are used many times need to be shortened.
- These shortened versions are very useful in the headlines as they save space and time and have greater communicative value.
- Only those abbreviations be used that are of common knowledge.
- Unfamiliar abbreviations are like jargon and make the headline un-understandable.

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