  
**TELEVISION NEWS REPORTING AND ANCHORING**  
**(BAJMC-208)**  
**Unit – 1**  
**Structure of TV News Channel**  
by  
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(Assistant Professor, BVICAM, New Delhi)  
2024

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**Unit 1- Chapter 1**

**Basics of Television News:**  
**Concept of News and News Value**

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**Introduction of Television Journalism**

- Television journalism is not just about delivering news, it's about being the eyes and ears of the public.
- It brings us closer to events, people, and issues, providing a visual narrative that goes beyond the printed word.
- The journey of television journalism has been fascinating. From the early black-and-white broadcasts to the modern high-definition era, it has evolved in tandem with technological advancements and societal changes.
- The immediacy of television news has the power to mobilize and inspire action.

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 **Introduction of Television Journalism**

- The impact of television journalism is profound. It not only informs but also influences public opinion, shapes political discourse, and serves as a watchdog for societal issues.

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 **Introduction of Television Journalism**

- Television journalism involves more than reporting the news on television. It also involves researching and writing stories, collecting facts, following tips, and more.
- Television journalism is the reason we have major television news shows – whether those shows are regarding world news, politics, sports or celebrities.
- The journalists who work to bring those television shows to life may research stories, write, collect facts, follow tips, and present the information to the public on television and more.

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 **Introduction of Television Journalism**

- whether those shows are regarding world news, politics, sports or celebrities. The journalists who work to bring those television shows to life may research stories, write, collect facts, follow tips, present the information to the public on television and more.
- Television journalism is not quite so different from print journalism, although television journalists use a different platform to tell their stories.
- Writing for television is different from writing for print, radio or the internet.

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**Introduction of Television Journalism**

- Television is an audio-visual medium, and television writing must maximize the possibilities and avoid the limitations of the medium.
- In print writing is the main element, and is supported by photographs. In television, onewrites to be heard, not read, and the language used is only one of the elements of television.

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**Brief History of News**

Several newspapers, editors, news reporters, eminent journalists and many media educators have attempted to define news, but these definitions have not always met the test of the time.

- News is a report of an event that has just taken place.
- News is anything that is new.



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**Brief History of News**

- News is a detailed account that provides information or description.
- It could also include depiction (representation), delineation (description), statement (announcement, declaration), and narration of a development, event, or occurrence (incidents, happenings).
- The event is usually recent, fresh or not known earlier.
- News is something that at a particular moment happens to attract and hold the interest of the reader, or listener or viewer.

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**Concept of News**

Hence, the News is - **Perishable** (Which news is new at the moment but next moment it will not be news any more it will become an 'information')

- What is new to the public
- Unusual events and happenings
- Interest to a large number of people
- An event put forward by a reporter, as without a reporter, a news item does not exist.



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**Qualities of News**

There are some basic qualities of the news. These are Accuracy, Balance, Objectivity, Clarity, Concise and Comprehensiveness.



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**Qualities of News**

**Accuracy** - Accuracy is basic to any news item. When you fail in accuracy, you lose credibility. Hence it is important to cross check your facts and information.

**Balance** - To be balanced in reporting is as important as being accurate. If you are writing about a controversy, present both sides of the story.

**Objectivity** - You should not mix your opinion in the story. Report only facts and other people's opinions. You should be a disinterested observer, reporting events without taking sides.

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 **Qualities of News**

**Clarity** - A story must be best in the way it expresses the theme. Your introductory sentence should be short and in active voice to the maximum extent possible.

**Concise** - A news story must be concise. It should not be unnecessarily lengthy. Where unnecessary details are to be avoided.

**Comprehensiveness** - It means that complete by all regards and aspects. A news item is considered comprehensive only when it answers the every possible question that may arise in the minds of listeners.

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 **News Values and Element of News**

**1. Conflict** - Conflict means a kind of clash, quarrel, disagreement, discard or battle between persons, groups, societies or countries. It may be physical, social, economical, political, boundaries between or issues between two states or countries, religious, ethnic or personal. Most conflicts are newsworthy to some extent or degree.

**2. Victory and Defeat** - Conflict naturally paves way for the victory of one party and defeat of the other one. Whether the conflict is between two hockey or cricket teams striving for a cut or trophy, or two armies combating in a battle or two political parties contesting an election

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 **News Values and Element of News**

**3. Progress and Development** - Progress means any improvement in any field. If the progress is really significant it will be a part of the news bulletin. Progress of student or person, a society, a country, science & technology, relations between two countries, etc. gets attention of public. News related to development issues such as Environment, Ecology, Gender, Health, Population control, Agriculture etc. need to be reported and disseminated..

**4. Government activities and action** - The passing of a law or other order concerning general people, cabinet meetings, parliament and assembly sessions, notifications about new rules and regulations are newsworthy.

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 **News Values and Element of News**

**5. Eminence and Prominence** - What happens to important people makes news. The value of the news increases with the prominence of the person involved. What the prominent people say is also very important for a reporter, particularly, if they make some announcements which have an impact on the common people.

**6. Timeliness (Immediacy)** - Timeliness means freshness. News must be timely and new. "Now" is more newsworthy than "Then". News is about what is happening now. It will not arouse interest if it is already, known, or brought to notice long after its occurrence.

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 **News Values and Element of News**

**7. Proximity (Nearness)** - Local is more newsworthy than "Distant". Proximity is nearness which means that an incident which has taken place near the people. We, naturally, tend to take more interest in the news story that is about us, or our city, or our province, or our country. The closer the accident, the more the interest will be.

**8. Novelty** - Novelty means something different, something against the general routine of people, something amazing, incredible, astonishing or unusual. Anything, any action, any hobby, any incident, people would hardly prepare to believe in something novel and hence carries the characteristic of novelty.

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 **News Values and Element of News**

**9. Human Interest** - People are interested in what is happening to other people. In addition, oddities, humour, tragedy, triumph over handicap, stories involving kids, animals-all make for good human interest stories.

**10. Disaster** - Disaster is destruction, ruin, adversity, calamity, devastation, and catastrophe. Where there is any disaster on a considerable scale, there is an availability of news. Earthquakes, tsunamis, floods, famine, starvation, torrential rains, tornados, twisters, all these are natural kinds of disasters and devastations. People wish and deserve to know about such stories.

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 **News Values and Element of News**

**11. History** - History is an important source of news. The digging of thousands and thousands year old ruins, in fact, is an effort to peep into man's past and to explore the basic regarding man's creation, evolution, and old civilizations.

**12. Relevance** - Stories which have direct influence on our lives or have direct relation with us are more important for us. Even a news story that is about my own city will fail to catch my attention, if I am waiting for my own interview on radio.

**13. Weather and Sports** - Both the weather and sports have great news value. The arrival of monsoon or cyclones makes important news. Similarly, fury of drought and floods make news.

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 **News Values and Element of News**

**14. Consequence/Impact** - Any event or statement of any important person in a society, capable enough to affect a larger number of people in future, carries newsworthiness and must be given space in news bulletin.

**15. Consequence/Impact** - Any event or statement of any important person in a society, capable enough to affect a larger number of people in future, carries newsworthiness and must be given space in news bulletin.

**16. Miscellaneous News Values (common public interest)** - There are certain news stories which though do not possess any of the news values mentioned above but still find place in radio bulletin.

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 **Unit 1- Chapter 2**

**Structure of TV News Channel**

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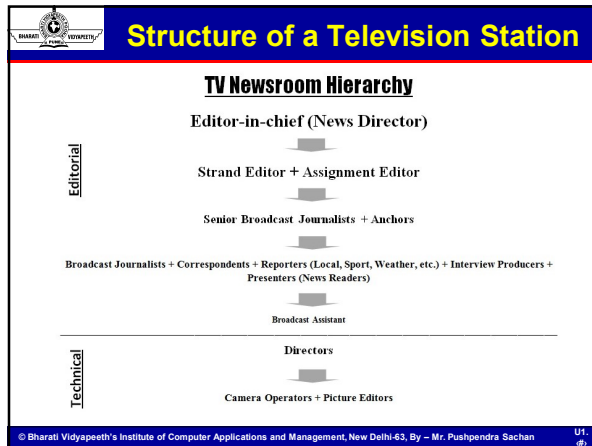
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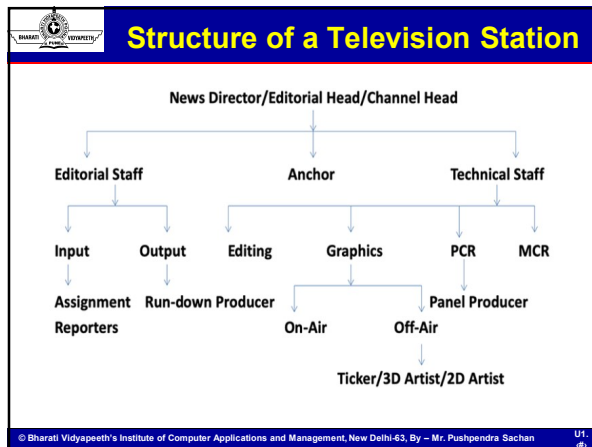
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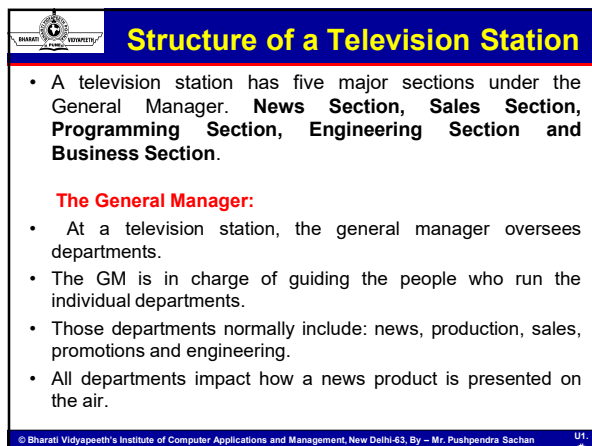
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 **Structure of a Television Station**

- **The news department** gathers, writes and edits the stories for a daily newscast.
- News departments consist of several job titles, including news director, assignment editor, executive producer, producers, reporters, anchors and photographers.
- Each position is important to providing quality programming. ( job titles may vary according to the size and policy of the station)
- **The engineering department** takes care of the technical aspect of a newscast and the station itself.
- When something breaks, they are the people employees in other departments call on.

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 **Structure of a Television Station**

- **The sales department** generates revenue for the station by getting companies to buy commercial spots.
- **The programme production** department puts on air what the news department creates.
- Production departments often include a director, technical director, audio operator, master control operator and camera operators.
- **The Business department** works with companies that buy commercials, creating a concept for the commercial and editing it to create an on-air product.
- Employees in the promotions department also create commercials to advertise the station.

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 **Important Department in Television Station**  
**Assignment / Input Desk**

- **Overseeing Reporters**
- The reporters of the channel come under the assignment/ input desk.
- From there, they get their work assigned. They have to report to this desk.
- The reporters are expected to keep the assignment/input desk informed about the status of their stories.
- If they come to know about any new information or breaking news, they first pass it to the assignment/ input desk

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**Important Department in Television Station Assignment / Input Desk**

**Arranging Visuals**

- TV being a visual media, visuals are of prime importance there. Every news channel wants to be the first to air the visuals.
- They also want to air the best visuals available.
- You can get an idea of this race only by being in a TV newsroom.
- It is the duty of the assignment/input team to fulfil this need of the channel and they keep pressurising reporters on the spot, to send the visuals as soon as possible.
- As the visuals are uplinked, they immediately inform the output team and as the visuals arrive they give all the related details to them.

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**Important Department in Television Station Assignment / Input Desk**

- In addition to channel's own sources, the assignment/input team have to continuously track the agencies, like APTN, REUTERS and ANI.
- Most of the channels subscribe to the services of these agencies and are dependent on these agencies for the visuals of the event.

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**Important Department in Television Station Assignment / Input Desk**

**Arranging Phone-in interviews**

- When news breaks in, generally the information first comes through phones.
- If the news is big, then the channels try to stay on it for many hours.
- It takes time to show the visuals or bytes of the eye witnesses or authorities, due to a simple reason that the reporters or the technical infrastructure can't be present everywhere.
- As they try to reach there as soon as possible, the channel has to give the latest information to its viewers. So, here come in phone-in interviews.

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**Important Department in Television Station Assignment / Input Desk**

- These interviews are called Phonos in newsroom . The assignment/input team first lines-up all their reporters, who can give any piece or type of information or perspective regarding the development.
- A competent assignment/input team keeps an updated phone directory of important persons from every walk of life, so that they can be approached for information or their perspective in case that a big event or a development occurs in their field.
- The aim is to keep the viewers engaged, so that they don't switch over to any other channel.
- Continuing with the latest and new information, new elements, and new perspectives, the newsroom tries to achieve their aim.
- And providing all these NEW information is the duty of the assignment/input desk

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**Important Department in Television Station Assignment / Input Desk**

**Monitoring Other Channels**

- The assignment/input desk is required to continuously monitor the other channels, which are its competitors.
- After all, there is a cut-throat competition to attract more and more viewers.
- News channels are vying for snatching viewers of the other channels. So the most important thing is to know, which channel is showing what, and in what manner.
- Based on this information and its analysis, channels prepare their strategy. Generally, the assignment/input desk keeps flashing headlines of other channels every hour on an intra-mail system of the organisation.
- They also tell the whole team, if some other channel has any exclusive story or extra information/input regarding a running story.

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**Important Department in Television Station Assignment / Input Desk**

**Story Planning**

- Story planning is a major responsibility of the assignment/input desk.
- They have to assess the different angles of a story, what elements are required to present the full picture, from where these elements will come, and which reporter is best suited to do that story.
- After assessing all these aspects, the story is assigned to a reporter s/he is given a detailed guideline to proceed with, and is also told the deadline.
- Then the assignment/input desk informs the newsroom about the Expected Time of Arrival (ETA) of the story.
- It is duty of the assignment/ input desk to follow and make reporters follow the timetable.

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**Important Department in Television Station  
Assignment / Input Desk**

- Sometimes, a single story needs input from many places. For example, if a story is being done on a controversy regarding an advertisement featuring a cricketer, it might be the case that the player at that time may be in Bangalore and the ad company officials are in Mumbai. Naturally, the bytes will have to be taken in those cities.
- In addition, it may be imperative to give voice of the fans of the player.
- These have to be brought from different places.
- Coordinating and collecting all these inputs and handing it over to the story packaging team are the responsibilities of the assignment/input desk.

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**Important Department in Television Station  
Assignment / Input Desk**

**Forward Planning**

- Forward planning implies planning for the near future. Many dates fall in the coming weeks or month, which may be important for news coverage. For example, festivals, birthdays of celebrities, elections, sports tournaments, and release of big budget/ multi-starrer films.
- It comes under forward planning to prepare a calendar of these events and suggest how the channel should cover it.
- Providing background material of each and every such event is also the job of the assignment/input desk.

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**Important Department in Television Station  
Output Desk**

Assignment/input desk gives raw material and the Output cooks it up as 'digestible food' for the news hungry audience.

To keep the audience engaged, the 'food' should be tasty enough. It's the duty of the Output desk to ensure that the raw information is produced in a presentable format, in the shortest possible time frame and put on air.

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**Important Department in Television Station Output Desk**

**Preparing the Rundown**

- This may be considered as the foremost job of the output team.
- In some channels, a Rundown is called as a Run Order. It's the order or the sequence in which the news is planned to be aired. Before every bulletin / programme, an output editor is assigned to make the rundown.
- S/he prepares it as per the directions of the news editor / executive producer. surprise element to the viewers, channels sometimes begin the bulletin with impressive visuals or interesting bytes.
- In conventional terms, these things are called teasers, and now often, teasers are becoming the first thing in a news bulletin.
- The pattern of a Rundown is given below – Headline Anchor Link giving a glimpse of what is special or interesting in his/her kitty.

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**Important Department in Television Station Output Desk**

**News stories**

- Discussion with guest or reporter (if it is planned)
- Teaser before going for a commercial break
- Commercial break
- Come back
- Headlines (optional)
- News stories
- End of the bulletin
- News bulletins or programmes may be of half an hour or an hour's duration.
- This pattern continues if the bulletin or the programme is of an extended duration.

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**Important Department in Television Station Output Desk**

**Executing the Rundown**

- It is the duty of Output Editor (OE) / producer to execute the rundown and for doing this s/he has to go to the PCR (production control room).
- The OE/Producer works there with a team of technical persons.
- The OE/Producer is expected to be present in the PCR much before the actual telecast begins.
- The person has to line-up the OBs and PHONOS.
- If the anchor is doing continuous bulletins and cannot find time to go through the Rundown, s/he has to tell the anchor the whole plan of the bulletin.

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**Important Department in Television Station Output Desk**

- **Getting Stories on Air**
- As discussed above, the input desk arranges stories and raw materials and hands it over to the output desk.
- Now it is the duty of the output team to put it News Room Set-up and Functions: Electronic Media News Concepts on air.
- The edited or prepared stories could be included in the rundown at once, as they are ready for telecast.
- The output team is expected to know about the full content, the visual sequence and the bytes details etc. of the story, therefore they first have to watch it

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**Important Department in Television Station Output Desk**

- **Getting Stories on Air**
- The edited or prepared stories could be included in the rundown at once, as they are ready for telecast.
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**Unit 1- Chapter 3**

**Qualities and Responsibilities of News Personnel**

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 **Qualities and Responsibilities of News Personnel**

- **Reporters** are people that no media organisation can do without. A reporter's job is therefore a very important one. The followings are the most common functions of a reporter.
- To Gather news
- To observe
- Finding the Angle (the right one)
- To make news reports
- To be an Active listener as well as a Person
- Covering events (e.g. International Film festival in Goa, PM visits Raipur and hold a meeting)

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 **Qualities and Responsibilities of News Personnel**

- Go to Press Conference(A major source of news is the press conference.
- Leaders of political parties hold press conferences regularly.
- Ministers also hold press conferences to announce various programmes and policies of the government.
- Business houses arrange press conferences to launch their new products)
- **Interviewing:** Interviewing people connected with an event or incident is a very common practice used by reporters to get details.
- To make quick decision.
- To investigate information and report

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 **Qualities and Responsibilities of News Personnel**

- Watchdog of a Society
- To be socially responsible
- To have time management
- Attribution and Protection of Sources
- To maintain professional secrecy: A journalist respects the right of secrecy of every person and he may not publish news about someone's private life, unless they are transparent and relevant to the public interest.

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 **Responsibilities**

- Ensuring accuracy.
- Cutting down unnecessary words.
- Responsibilities towards the news organization.
- Responsibilities towards the sources.
- Responsibilities towards the reader and the society taking sure the story is readable and complete.

**Towards the Sources**

To Assure that no harm will come to them .  
To keep their identity a Secret.

**Towards News Organizations**

To follow the character, style and policy of your newspaper or magazine or news agency.

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 **Responsibilities**

**Towards the Readers & the Society**

- Rooting out corruption at all levels.
- Drawing attention to official negligence or incompetence.
- Giving a voice to sectors of society without one.
- Helping the public cast votes in elections by explaining political programmes of rival parties.
- Explaining economic trends.
- Scrutinizing the work of the government, the courts and big companies to highlight failures and successes.

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 **Qualities of a Reporter**

**The ideal reporter has the following qualities:**

- A natural Curiosity
- Ample uncertainty yet childlike enjoyment and enthusiasm
- Passion for the work
- A good reporter must have a sharp news sense.
- He should not bring his own particular prejudices or interests into sub editing.
- Should have good news sense so that he can create exciting stories.
- A good reporter has to get the facts clear and in sequence in his mind or on his copy pad.
- **Judgment:** The ability to take quick and right decisions.
- **Calmness:** Never be overexcited when major stories break. Your calm nerves are important in objectively assessing the news and the priority it deserves.

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**Qualities of a Reporter**

**A Dense Skin :** An ability to keep from getting upset or offended by the things other people say and do (Criticism)

**Clarity:** A reporter should have clarity of mind and expression. A person who is confused himself cannot tell a story to others.

**Objectivity:** Reporter and sub-editor should aim at objectivity while dealing with a story. They should not allow their personal bias or ideas to creep into a story.

**Speed:** In today's world speed matters everywhere. A person who cannot work fast cannot be a good reporter. He should think fast, decide fast and write or type fast for he has to meet deadlines or may have to go to another assignment.

**Punctuality:** It is always better to be punctual and then wait than reach late and ask others, a rival may misinform you or hide some important information.

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**Qualities of a Reporter**

**Nose for news**

- Language expertise
- Intelligence and courage
- Handling media equipment
- Outgoing nature
- Team spirit
- A good reporter must be able to analyze and interpret information.
- Creative
- Perseverance – Not giving up when struggling to find out information in the face of bureaucratic inertia, subterfuge or outright opposition.
- Good at Communicative skills
- Good General Knowledge: A good journalist is one who knows something about everything

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**Qualities of a Reporter**

- They are well-informed news junkies especially in the area of politics, current affairs and law.
- Farsightedness: An intelligent envisioning of the future helps newsmen in general.
- The quality helps them in identifying processes and people who will be important in future.
- Mobility: A reporter should be mobile. He should enjoy moving around and should not hesitate travelling distances to get stories when required.
- A journalist should have a healthy skepticism. This means checking and rechecking information which is very important because every story is based on facts and evidence
- Ability to establish contacts and develop sources.
- Ability to Cope with Pressure from outside and within the News organisation.

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 **Unit 1- Chapter 4**

**News Sources**

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 **News Sources**

- News gathering is a specialized job which needs lot of skill.
- News sources are the ways and routes through which a news channel gets news.
- Some important news sources are –

1. Reporters / correspondents/ foreign correspondents
2. News Agencies
3. Newsroom diary
4. Newsroom Files and records
5. Monitoring services
6. Handouts and Press releases
7. Press conferences
8. Interviews

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 **News Sources**

**Reporters / correspondents/ foreign correspondents**

- A fairly large team of trained reporters and correspondents based in the capital is responsible for covering, national and international events
- A reporter/correspondents needs to have a variety of reliable and well-placed contacts to fork out information.
- Reporting major developments in the area, keeping in view the Indian interest
- They have to be quick in filing reports and accurate in facts as they faced a tough competition from other sources.
- These correspondents are generally Part-time Correspondents at District headquarters, who may be reporters or stringers.

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 **News Sources**

**Qualities of Reporters/Correspondents**

- Nose for news/ Curious
- Sharp Observation
- Public Relations
- Active and Dynamic
- Well informed
- Shrewd yet well behaved

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 **News Sources**

**News Agencies**

- A news agency is an organization of journalists established to collect or gather news and supplies to different newspapers, magazines, radio stations and television channels who are subscribing to its services.
- They are also known as wire services or news services.
- After receiving and selecting news from the agencies, the copy has to be rewritten in the spoken word idiom to meet the requirement of the radio.
- News agencies have a well-organized wide network which provides a continuous flow of information through electronic tele-printers or computers.

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 **News Sources**

**News Agencies**

**National News Agency**

1. PTI – Press Trust of India (1947)
2. UNI – United News of India (1961)
3. IANS – Indo-Asian News Service (1986)
4. ANI – Asian News International (1971)
5. Hindustan Samachar (1948)

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 **News Sources**

**News Agencies**

**International News Agency**

1. AP – Associated Press (1846) – United States of America
2. REUTERS (1851) – United Kingdom
3. ITAR TASS - Information Telegraph Agency of Russia (1902)
4. AFP – Agence France Presse (1835) - France
5. XINHUA (1931) - China
6. BBC – British Broadcasting Corporation (1922) - British

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 **News Sources**

**Newsroom diary**

- Newsroom diary is a kind of diary or register in which information about coming important events to be covered are logged in.

Normally following information about following five W's is put in these columns:

**What:** Nature of the function/ gathering

**Who:** Name of the Chief Guest or persons involved

**When:** Time & date of the event to be covered

**Why:** Importance of the event

**Where:** Complete address of the place where the event has to be held

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 **News Sources**

**Newsroom Files and records**

- Newsroom cabinet contains files and previous records with titles showing different captions.
- Each file is about any national or international issue and is updated as and when there is any progress in the issue.
- The purpose of these files is to provide the reporter with the factual background of any problem.

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## News Sources

**Monitoring services**

- Various radio and television broadcast channels of other countries are monitored to obtain information.
- Monitoring officers listen to the transmissions in different languages, translate them into English and make a report of it.
- For good monitoring a monitor must be proficient in the language he is monitoring.
- Senior monitors scrutinize the monitoring reports and finally the news items to be made a part of news bulletin are sent to the news editors.

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## News Sources

**Handouts and Press releases**

- The Government offices and private organizations issue handouts and press releases from time to time.
- Most of these handouts and press releases are exercises in publicity and public relations.
- The news value of these handouts should be closely examined before including them in the news bulletin.
- There is need to look for the lead point, give the story a logical sequence, roundup the figures and add background information wherever necessary.

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## News Sources

**Press conferences**

- A press conference is a media event in which newsmaker (person who holds press conference) invites journalists to hear him speak and most often, ask questions.
- In a press conference, one or more speakers may make a statement, which may be followed by questions from reporters
- Sometimes only questioning occurs
- sometimes there is a statement with no questions permitted.



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**News Sources**

**Interviews**

- Interviews can lead to exclusive stories and scoops.
- For producing a good interview, a great deal of planning and home work is essential.
- The interviewer should also be conversant with the handling of tape-recorder and a micro-phone.
- Before starting an interview, the correspondent should carry out a thorough check of the sound recording system, micro-phone and the batteries.



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**News Sources**

**Online Sources and Social Media Platforms**

- New media and the internet have radically altered the way news is collected, disseminated and consumed.
- The significance of the internet as a source of news is very well documented in the literature on online news and social media.
- Newspapers and television news channels keep a track of what news items are posted on different news portals and websites on a daily basis.

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**News Sources**

**Reliability and Credibility of Sources**

- Journalistic practice relies on factual information.
- A news story normally is made up of interview bytes or 'talking heads' who give their accounts or comments on an event.
- A journalist's job is to pad the story with these quotes interspersed in a logical sequence with voiceovers and visuals so that the event can make sense to the audiences.

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**Thankyou**

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