



NETAJI SUBHAS UNIVERSITY

JAMSHEDPUR, JHARKHAND

DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION

BACHELOR IN JOURNALISM AND MASS COMMUNICATION

SECOND SEMESTER

C.P – 1 REPORTING AND EDITING FOR PRINT

BY: ASST. PROF. DIPIKA KUMARI

UNIT 1: COVERING NEWS

UNIT – 1

COVERING NEWS

NEWS:-

1. **According to Dowling Laverwood:**

News is the current information on all events based on facts, situations, or forms. It is information meant for people who are interested in it.

2. **According to Professor Chilton Bush:-**

News is that thrilling information meant to satisfy the individual's curiosity.

3. **According to Professor William G. Blair:-**

Any current event, that arouses the interest of people, is news. The news which arouses the interest of many people is the best news.

4. **Manukonda Chelapati Rao Defines** news as anything, that gives information of any change, because the change is exciting.

5. **According to Woolsley and Campbell:-**

News may be defined as an accurate, unbiased account of significant facts of a timely happening that is of interest to the readers of the newspapers that print the account.

6. **According to Professor Chilton Bara:-**

News is generally exciting information through which people get comfort and excitement of any issue.

7. **According to Turner Keit Lize:-**

News is something about which, we were not aware till yesterday i.e. anything which we come to know today and at present is News.

8. News is the first report of significant events which have interest for the public.

9. News is anything timely that is interesting and significant to readers in respect for their personal affairs or their relation to society.

NEWS – Comprises of all the four directions:

N-North

E-East

W-West

S-South

*Anything that is new and unexpected for the readers and viewers is termed as news.

*News implies new things and the latest information.

*Any accurate fact or idea that will interest a large number of people is defined as News.

*News is also categorized as:-

N-Newness

E-Eventful

W-Wisdom

S-Sensitive

TYPES OF NEWS:-

There are various types of news based on different classifications.

1. News based on area:-

- a) Local News
- b) Regional News
- c) National News
- d) International News

2. News based on material of news:-

- a) Diary news
- b) Hot news

3. Other types based on facts:-

- a) Straight
- b) Interpretative

4. Based on subjects:-

- a) General News
- b) Political News
- c) Business News
- d) Entertainment News
- e) Crime News
- f) Sensational News

ELEMENTS OF NEWS:-

[1] **Immediacy or timeliness:** These are of great importance. Any new thing or latest information makes all the difference. As news ages, it loses its potency. The nearness of any event in time is vital to daily newspapers.

[2] **Truth and objectivity:** -The news presented should be factual and truly observed. The balanced picture of an event or a happening in reporting events enhances the value of news.

[3] **Nearness or propinquity:** Closeness in space. The newsworthiness of an event is in direct ratio to its physical nearness to the public served by newspapers appraising it. An accident or crime near home has much greater news value than a bigger accident or crime abroad.

[4] **News should be of interest** or significance to readers. The interest however differs to a section of society. There are people having different perceptions for different kinds of news. It may be of interest to a section of society or community; it may be of interest to local, regional, or international affairs.

[5] **Name of individual also makes news.** The person may be known because of his or her position, wealth, and status. Many unknown people can also make news because of some oddity, eccentricity, or unusual occupation.

[6] **Timing and place** of occurrence of events are also important elements of news. The hour of an event may decide its news importance, so where the news things happen is important.

For example, suicide in a big town may not be big news, but in a small town or local area, it may hit the headlines.

[7] **Numbers and size make news.** An accident in which a large number of people died and injured makes the news more valuable. In comparison to accident took place but no one died and was hardly injured.

[8] **Suspense and mystery** add to the value of news. It holds readers' interest in the news. The more the suspense the greater the curiosity of readers in the news.

[9] **Information of change and its importance:** If there is an event which can bring change in the social content; gains more interest and importance.

SOURCES OF NEWS:-

1. Precedented Source
2. Unprecedented Sources
3. News agencies
 - (a)PTI
 - (b)UNI
 - (c)UNI VARTA
 - (d)Hindustan Samachar
 - (e)Samachar Bharti
4. Press Releases
 - (a)Press Communiqué
 - (b)Press Notes
 - (c)Hand Out
 - (d) Unofficial Handout
5. Press Information Bureau

News Writing:-

In the world of journalism news is also regarded as “News Story”.

- 1) Introduction
- 2) Body of news
- 3) Conclusion
- 4) Headlines
- 5) 7 c's of communication
- 6) Accuracy
- 7) Honesty

According to L.K.Dealer,

Essential of news writing is termed as: -

I.T.M.A.I

Information

Intention

Method

Administration

Intercommunication

INTRO:-

- 1) The introduction is also termed as lead according to American Journalism.
- 2] ‘Intro’ is the short form of the English word Introduction.
- 3] Edwin L. Shewmen had very first given the concept of Intro in Journalism.

4] The first paragraph of news which contains all the essence of news in one or two sentences.

5] The intro is regarded as the show window of all the news, through which the introduction of a news story is given and also attracts the readers and viewers.

6] For writing Intro, the following keys are used: -

a) Finding who, what, when, where, why, & and how

b) The most important part of news content should be given in the intro.

c) The first and foremost attraction of any news material is its first paragraph.

d) It is the complete responsibility of an editor to write the intro very clearly & precisely.

REPORTING:-

News writing is only called as reporting. A reporter collects all the necessary information of a news story and brings it into a shape, suitable for reading is called reporting of news.

“The news which attracts the attention of people to know the details of general interest topic is the best news, when a reporter observes such events and pictures its details for the benefit of the society is called reporting.

To sum up the **essentials of good reporting** are: accuracy, balance, brevity and speed.

Kinds of Reporting:-

1] Investigative

6] Sports

2] Crime

7] Environment

3] Development

8) Film

4] Accident, Disaster, Riot

9) Economic

5] Political

10) Educational and Cultural

Sources of NEWS

Any person, place, or agency that gives information and knowledge about any incident, event, issue, accident, or crime is called as Source of News.

1] **Precedent Sources**: These sources are expected sources of news. In all towns and cities crime is generally a daily routine. It is not necessarily which crime is big or small.

a) Police are precedent Sources.

b) Meeting of Municipal Corporation.

c) Organized meetings of political parties.

d) Government Announcement.

e) Any notice or issue for universities & and colleges.

2) **Unprecedented Sources**- Unexpected news. The editor has to consistently watch on news like unprecedented. Actually, these types of news do not have any base. A responsible reporter has to go in deep to find out the main reason and true information about the news.

REPORTER AND REPORTING

Everyone who works for a newspaper is there to make it possible for a reporter's stories to get into print and be delivered to the readers. Most of the public attention is focused on reporters mainly because they are the 'point' men and women of the news business. A newspaper's reputation often is based on the public perception of its reporters.

No doubt, reporters take up major responsibility in a newspaper. They collect information from international, national and local arena and present that in a structures form for the consumption of readers. Accordingly, reporting is organized at various levels in a newspaper; particularly local reporting assumes utmost importance.

Reporter – Backbone of a Newspaper

It is said that a reporter is both eyes and ears of a news organization. It is not possible to strictly prescribe qualifications which a good reporter must possess. However, novice reporters must train themselves informally for the job so that they would be able to discharge their responsibilities with confidence, courage and competence.

A reporter should be well read. He/she should equip himself/herself adequately with all aspects of his/her beat. He should not cultivate wide contacts with all kinds of sources in his beat, sometimes even outside his area of activity. He should be able to find out information; he should have a bend of mind for research.

A reporter should be a perfect talker. He should have patience and the ability to get along with any kind of people in difficult situations. To be a successful reporter and to accomplish his job competently, he must be able to perceive, calculate, predict and plan his actions appropriately in anticipation of a news event.

A reporter is the person who feeds the news through any means or medium to the medium of mass communication: Newspapers, Radio, Television, Internet etc. News is the raw products of any newspaper. A correspondent or reporter smells the rat and investigate, formulates and presents the news for publication in a newspaper. The readers would, therefore, agree that a reporter is the vein of any newspaper. To be a successful reporter, one must have news sense or flair or nose for news. He should have the ability to recognize the news value in ordinary things.

John Hohenberg has this to say as regards the professional requirements of reporters. "He is diligent without being a busy body, penetrating without being offensive, persuasive without

being a confidence man, perceptive without being a reader of tea leaves, thoughtful without being pedantic, skeptical without being a confirmed cynic, thorough without being a stenographer, careful without being hesitant, determined without argumentative, well unanswerd without being a doormat. He does much more than report the news. Journalism would not be his profession if it were a mere recording network of events. He is a primary force in our daily life, a force that transmits, explains and sometimes originates a worldwide flow of current events and ideas. He exerts a vast and incalculable influence over the people within the range of his communication. He is no demigod. He is reporter on your daily newspaper”.

News Reporting is a type of journalism. Typically written or broadcast in news style. Most news is investigated and presented by journalists or news reporters, and can be distributed to various outlets via news agencies. News is often reported by a variety of sources, such as newspapers, television and radio programmes, wire services and websites. Reporters gather their information in a variety of ways, including tips, press releases, and witnessing events. They perform research through interviews, public records and others sources. The information gathering part of the job is sometimes called reporting.

TOOLS OF A REPORTER

In order to excel in the profession of reporting one should have certain indispensable tools of the craft with him. Seasoned journalists who might have made their mark in the field may say that there are not much. It is certainly an exaggeration.

1. Education – the first tool is a sound general education. One who lacks in broad education may be good for reporting small local events but evidently not suited for an international arena where what is needed is a profound knowledge of history, geography, economics and politics.

2. Experience – A crime reporter with enough contact with police, lawyers and court officials may be an asset to any newspapers in that particular field. But he is highly unsuitable to cover the state Legislature or Parliament. The basic point is apart from good education, experience is one vital aspect which makes a reporter excel in any field. A well educated man may be able to turn his talent in any field where as the ill educated will end up where he has begun. James Reston, the celebrated American columnist of the New York Times started his career as a sports reporter. He later became one of the top columnists, every word of whose was read avidly by Washington Diplomats. A reporter should be a student throughout his life and never refuse to learn.

3. Knowledge – A good general education does mean knowledge of different languages also, particularly in a country like India. When a country has more than a couple of dozen languages the reporter with knowledge of a few of the important languages has an edge over his rivals who are not multilingual. A reporter in the capital city of our country with speaking knowledge of different languages can build up rapport with news makers by speaking in their own mother tongue. A dignitary, especially one from outside the Anglo American world, would be flattered to hear a reporter speak in his own mother tongue, whether it is Arabic, French or German. A news maker will be more at home with correspondents who speak in his own language and might reveal more of his mind than otherwise.

4. Physical Tools – A reporter should always carry a standard size notebook and a pen so that he can easily take notes in case of need. Along with it, he should also carry a voice recorder so that in worst case or any emergency he can record audio and further use it report writing. In Modern Era Reporting Mobile Phone plays an important part in covering all events and reporting.

Qualities of a Reporter:

1. News Sense – It is the basic quality of a newsman. A reporter should have a sense to capture news, assess and evaluate it, then to produce it.

2. Clarity – A reporter should have clarity of mind and expression. He should have an ability to understand a newsworthy event or incident clearly and then present it with a clear expression.

3. Objectivity – A reporter must ensure that whatever he has written is correct and accurate. He should check and recheck his facts until he is satisfied.

4. Alertness – A reporter is always on duty like a policeman. He should keep eyes and ears open and should always be alert whether he is on duty.

5. Speed – In today's world, speed matters everywhere. So, a reporter should also be speedy. He should think fast, decide fast and write fast for he has to meet deadlines or may have to go for other assignments.

6. Curiosity – A reporter should always be curious to know more and to dig the facts on a particular subject. He should also possess a reading habit to update his knowledge.

7. Patience – Patience is a quality which always pays. The reporter should not get provoked while waiting for somebody for long or facing unpleasant situations while doing a story.

8. Punctuality- Time Management is one of the most important basic qualities of a reporter. Every single second is valuable when he is in field. Anything can happen with a fraction of seconds and news could be missed out. So punctuality is very important when we are in field.

9. Mobility – A reporter has to hunt news and for that he has to travel. He should be mobile so that he can enjoy moving around for stories to cover. Travelling is one of the key factors for a good news story.

10. Diligence – Every profession needs hard work. So is the job of a reporter. He should be a hard worker and habitual of working without being tired. He should be dedicated to the task and should not give up by the time it is finished.

Responsibilities of a Reporter:

Reporting is both an art and a craft. It can be learnt and acquired by hard work, sheer determination, imagination and of course, by constant practice. But for a reporter, professional capability is not enough. What is more important is that he should perform his job with a sense of responsibility. Responsibilities of a reporter can be categorized as:

1. Responsibility towards Newspaper: A reporter should thoroughly study and understand his newspaper or periodical and its requirements. He should make an earnest effort to gather the information which can fulfill the requirements of his newspaper.

2. Responsibility towards Readers: A reporter should understand his audience i.e. the readers of his newspaper or journal. While doing the news coverage, he should always keep in mind the aspirations, interests, needs and tastes of his readers.

3. Responsibility towards Editor: A reporter should always seek guidance from his editor in the performance of his job. Editor is considered the professional head of the newspaper and so a reporter should always be ready to seek guidance and instructions from him.

4. Responsibility towards Profession: A reporter must be honest to his profession. He must observe ethical standards and perform his job with sincerity and dedication. He should also have a command over the language in which he is writing a report.

5. Responsibility towards Society: A reporter should perform his job with social commitment. He should always keep in mind the larger interests of the society. He should promote harmony in the society through his writings.

Functions of a Reporter in a Democracy

In a democratic set up, a reporter has an added responsibility of focusing his writings to strengthening of democracy. At whatever the reporter is working whether as a special correspondent covering Parliament or as a stringer covering comparatively insignificant local happenings, he can make a contribution to cementing democracy.

When a reporter is covering political institution or political functionaries at Central, state or local level, he should report the matters in manner that people's faith in the democratic process does not diminish. The reports should be written more for the political education of the people than making a mockery of the political system.

On many occasions, political corruption, embezzlement or misappropriation of funds is reported in the media but in such a case, the motive of the reporter should be to detect the loopholes, there by pressurizing the government for taking steps to rectify the system. People on the wrong side should be attacked but not actually the political system in which we are living. No doubt, the reporter can always write and suggest improvements in the system.

To understand this point, we can take the example of Operation Duryodhana. If certain channels showed some MPs taking bribes for asking questions in Parliament or irregularities committed in MPLAD fund, the motive was not to tell the people that parliamentary democracy has failed but to alert them of those few politicians who were trying to hijack the system to their benefit.

A reporter at local level also makes a significant contribution to the cause of democracy even if he is not directly involved in reporting big political institutions. A city reporter might be covering local politics, civil administration or crime in the city, but he can contribute by talking about the orientation of local politicians, the development work done or neglected by the district development officers, success of the police in combating crime or failure in giving the people a sense of security.

The basic job of a reporter is to inform – informing the people on the issues and problems they are concerned with, also information about governance and development. The information empowers the people who then become more knowledgeable and vigilant in the

discharge of their democratic duties and responsibilities, as also pulling their elected representatives.

In the collection and dissemination of information, a reporter also makes use of government information and put it in the columns of his newspaper. In the process, he is able to communicate useful information to the people, which in many cases would be extending them various benefits. At the same time, he helps the government in taking all that information to the people which could build its positive image. Thus, a reporter acts as a bridge between information holders and information seekers by performing the job of information collector and disseminator. This is undoubtedly the greatest service a reporter does for the sake of democracy.

NEWS AGENCY

A news agency, according to UNESCO,

United Nation Educational Scientific and Cultural Organization is an undertaking of which the principle objective is to gather news and news material and its sole purpose is to express or present facts and to distribute this to a group of news enterprises and in exceptional with a view to providing them with as complete and impartial news service as possible against payment and under conditions compatible with business laws and usage.

News agencies attained great importance with the invention and progress of telegraph, Teleprompters and other technical departments in the field of quick transmission and long distance transmission. They reduce the cost of gathering news.

A news agency generally deals with the news coverage. It combines spot coverage with an interpretation of economic and political events. Although, its emphasis is limited, it plays a very important role in shaping public opinion on crucial national and international affairs.

The news agency does not deal directly with the public. It works through the intermediary of the other means of mass communication namely press, radio and television. Essentially, news agency plays the role of whole sale supplier of news. The media depend on the material supplied by the news agencies mainly put of economic necessity.

In order to have a wide coverage the newspaper has to maintain a costly network of staff reporters, correspondents and bureaus and also telecommunication equipment on a world wide scale. We are very well aware, that many newspapers of our country and most of the newspapers of the other countries also, cannot even maintain a proper network of correspondents within their own country of operation. Only a few newspapers can afford

this investment and recurring expenditure. For a majority of news media, the news agencies a major source of the news content in a daily paper is provided by the news agencies.

No news organizations can do without the services of a news agency.

The first largest news agency in the world; 'REUTERS' was started in Germany by Julius Reuter to London. At present Reuters news service has become a worldwide organization providing news for thousand of paper in different countries. It is truly regarded as global news agency. The other three transnational news agencies are: Agency France Presse (AFP), Associated Presse (AP) AND United Press International (UPI). In addition there are major agencies like Kyodo of Japan and Deutsche Press Agentur (DPA) of Germany.

PTI: Press Trust of India: PTI is the largest news agency of India. It is non-profit sharing cooperative owned by the country's newspapers to provide efficient and unbiased news to its subscribers. It's headquarter is in Delhi and is a nonprofit cooperative among more than 450 Indian newspapers and has a staff of about 2000 writers spread 150 offices nationwide.

In 1948 several, important editors of the Indian dailies established PTI which took over the entire business of Reuters in India. The PTI emerged as a cooperative news agency with its zone from Cairo to Singapore for covering news for Reuter's world pool.

Registered on August 27, 1947 PTI began functioning on February 1, 1949 taking over the associated press of India and Indian operation of Reuters. Major services of the agency are headed by Editors. The agency has a staff of over 1600 including 400 journalists. There are 100 bureaus across the country and 10 bureaus abroad.

PTI has officers in Bangkok, Dubai, Beijing, Colombo, Islamabad, Kuala, Lumpur, Moscow, New York and Washington D.C. The agency has about 300 stringers all over the country. For operational purposes, the country is divided in 4 regions with offices in Delhi, Mumbai, Kolkata and Chennai functioning as regional headquarters.

PTI is the only news agency in South Asia which operates its own communication satellite, an INSAT, to broadcast news and information. The news services are provided at speeds up to 1200 bits per second by satellite, data channels and ticker lines.

Major services offered by PTI are:-

1] **English News Service:** - PTI news service in English is available puts out about 40000 words and the full segmented service over 100000 words per day.

2] In 1976, PTI launched its **Economic services**. The fortnightly economic journal provides analytical reports besides a data update on the Indian Economy.

- 3] In July, 1980, PTI launched its **features services**. A package of four weekly features provides an analytical insight on topical national, international and general events.
- 4] In OCT, 1981, PTI launched its **Science services**; Reports on developments in Science and technology both in India and abroad in a fortnightly mailer.
- 5] In Nov, 1982, PTI launched **Scan on screen news display services**. It displays news in capsule form on video monitors.
- 6] In Feb, 1986, **PTI-TV was launched**. It provided spot and documentary cover for the Small Screen on contract.
- 7] In April, 1986, **PTI Bhasha** was launched. It was a concept started by Samachar Bharti, making PTI, a bilingual.
- 8] In Aug, 1987, PTI launched **Stock Scan** that provides stock market information on video terminals for group display.
- 9] In Oct, 1987, PTI launched its **Photo service**. PTI photo service accounts for the bulk of the agency photos in the Indian media.
- 10] In Aug 1992, PTI launched **Mag Services** that provides ten special stories on topics ranging from Arts to Business to science in mailer weekly package.
- 11] By the end of 2003, PTI launched its **internet delivery** of news and photo services.

PTI – Aweek Sarkar [Chairman] [Anand Bazaar Patrika]

Vineet Jain (Vice Chairman) [Benett, Coleman & Co. Ltd.]

Venky Venkatesh – Chief Executive Officer

Editor-in Chief – Mr. Vijay Joshi

UNI: United News of India (UNI) is one of the two primary Indian news agencies. Established in 1961, it works in collaboration with several foreign news agencies and partners, including Reuters and DPA.

UNI began its operations on March 21, 1961 though it was registered as accompany in 1959. Its head office is located in New Delhi. It employs approximately 325 journalists around India and 250 “strings “ covering news events in other parts of the world, with correspondents in Washington, London, Dubai, Islamabad, Dhaka, Colombo, Kathmandu,

Singapore and Sydney, UTI serves roughly 1000 subscribers globally. United News of India is the first News Agency to place its stringer in remote Andaman and Nicobar Islands.

UNI has collaboration agreements with several foreign news agencies, including Reuters and DPA, whose stories are distributed to media organizations in India. They also have news exchange agreements with Xinhua of China, UNB of Bangladesh, Gulf News Agency of Bahrain, and WAM of the United Arab Emirates, KUNA of Kuwait of News Agency, ONA of Oman and QNA of Qatar.

UNI became the first Indian news agency to serve subscribers abroad in 1981, selling its wire service directly to newspapers in the Arab states of the Persian Gulf and in Singapore through satellite channels. Its services are currently available in three languages: English, Hindi, and Urdu. The Hindi language service, “UNIVARTA”, was launched on May 1, 1982, while the Urdu service began in June 1992.

Today, UNI serves more than 1000 subscribers in more than 100 locations in India and abroad. They include newspapers, radio and television networks, web sites, government offices and private and public sector corporations.

UNI became the first Indian news agency to serve subscribers abroad and earn foreign exchange for the country by selling its wire service directly to newspapers in the Gulf States and in Singapore through satellite channels. UNI also became the pioneering news agency to place a stringer in remote areas also the UNI in 1968 was the first to launch a weekly background service in 1968. UNI is said to be the first news agency in India to launch a Finance service, a Stock Exchange service and a National Photo service.

Other services offered include:

* UNIDARSHAN (TV news and featured)

*UNISCAN (News display on TV sets for hotels, and government or Corporate clients)

* UNI Direct (Service for executives in government, corporate and other sectors)

* UNI GRAPHICS (Ready-to-use computer-designed graphics)

* UNI INTERNET NEWS SERVICE (Launched in 2011 highly popular and reliable service with its unique pack SUBSTS Pro 2.0)

*UNI STORY EDITOR (Online Story Tracking System developed)

*SUBSTS Pro 2.0 (Powerful software supports all three service English, Hindi and Urdu)

*URDU (UNI upgraded again in 2011 with its new Urdu software which is providing In-page support at subscriber's desktop)

Journalists

Many of the well known journalists of the Indian Media had started their career with the United News of India. Below is the list of some of the well known journalists who had served Agency at some point of time:

*Kuldip Nayar- Also served as General Manager of the UNI during mid 70's.

*P.Sainath.

*Alok Tomar

*Madhukar Upadhyay

*Harpal Singh Bedi

The current Chairman of UNI – Sagar Mukhopadhyay

REPORTING FOR NEWS MEDIA

Newsgathering and News Writing is a professional job undertaken by reporters at various levels in different media organizations. Reporters or correspondents work in city reporting, rooms, bureaus, state and regional offices, district headquarters, blocks and even village level. While many of them are highly placed covering parliament and diplomatic missions, many of them even work as stringers or part timers from remote locations.

Reporting is an essential activity in all kinds of media organizations – daily newspapers, weeklies and other periodicals, news agencies, radio and TV channels and cyber media. The ingredients or elements of reporting remain the same everywhere though the organizational and operational part of reporting has some differences. In any case reporting assumes more importance in dailies than periodicals.

Principles of Reporting

Principles of reporting are difficult to elaborate as more distinguished journalist or scholar has attempted to define them. However an attempt has been made here to identify some important principles:

1. Objectivity

* Non-Partisan

* Balanced

2. Accuracy

- * Relevant Details
- * Truthful Facts

3. Substantial

- * Research Based, In-depth
- * Informative, Educative

4. Focused

- * Issue Based on the Point
- * Crisp Not so Long

5. Socially Responsible

- * Reasonable, Rational
- * Safeguard of People's Interests

Objectivity in Reporting

Objectivity in reporting is a concept not covered by any legal regime. There is no law laying down the principles of objectivity. Media Organisations have voluntarily accepted objectivity as a sacred media tradition because it will not be fair to common people, if issues pertaining to them are not dealt with properly.

We can always trace the birth of objectivity to the birth of news agencies whose primary obligation was reporting only facts. However facts themselves sometimes could lead to social conflict. In such cases, objectivity alone does not have a safe situation, but it can certainly lead to responsibility. This is where responsibility too should be an important element of journalism.

The advances in communication and information technologies have imparted greater power to communication and therefore, a sharper edge to its consequences. A moving and talking picture of an event is a hundred times more impactful than a printed word or a still. This has imparted a new urgency to the entire debate of responsibility and the need to draft and redraft existing codes of ethic. Today, the magnitude and the economics of mass media operations have resulted in primacy being accorded to market objectives. Consequently, there has been a reshuffle in media priorities.

In India, the growth of investigative journalism after the internal emergency, led to a new phenomenon. We witness a decline in professional and ethical standards in newspapers, half

baked investigative reporting and poor editing. The former Director of PII (Personal Identifiable Information) calls it partisan reporting in Indian newspapers.

Some of the findings of the Press Council call for a return to Objective Journalism. The Council mildly criticized “THE TIMES OF INDIA”, for its reporting of Indira Gandhi’s Assassination. The Council advised that in reporting on or writing about communal or other sensitive matters, newspaper should exercise proper restraint and caution.

These are other examples as well, “THE ILLUSTRATED WEEKLY OF INDIA” was sued by former Odisha Chief Minister, J.B.Patnaik for damages worth rupees 1crore. The Sunday Observer was in trouble for linking the sister of famous film actor with the Prime Minister of Pakistan in a Romantic manner.

The United States was rocked in 1980s, by a woman (Janet Cooke) who wrote a piece of fiction in the “WASHINGTON POST” and managed to win Pulitzer Prize for the story. In fact, it was the post which later found that the piece was a fiction.

News Magazine

Reporting is not the thrust area in a news magazine which focuses more on follow up, analytical and research based stories. Whatever reports are filed, most of them are clubbed to make one major story or few can be taken as leg stories with a major story. Obviously, the job demands more editing skills than reporting qualifications.

A news magazine has a bureau in the main office i.e., the place of publication. There are not more than two or three bureaus or offices of the magazine in the country. Since a news magazine is either weekly or fortnightly correspondents in the bureau have enough time to finish the reporting assignments given to them, even if it involves travelling to different locations.

For a better understanding, you can take the example of India Today and Outlook. You can even find in these magazines that on many occasions important stories are assigned to those whose names appear in the print line as assistant, associate or joint editors and not to correspondents. This proves the point that the dividing line between reporting and editing is not as sharp in a magazine as it is in a daily newspaper.

News Agency

News Agency is nothing else but a reporting network. Its reporting infrastructure is very vast, so widespread that no part of the country remains uncovered. While a daily newspaper

might have its correspondents in 10 to 15 districts, a news agency has its correspondents in more than 500 districts of the country.

The news agency reports are mostly concise, straight, informative and factual. The two national news agencies of India, PTI and UNI are the main source of news and information.

Pool Reporting

This is a centralized system of reporting. In this system, a News Pool is created in the News Room, where in news stories received from different sources, are compiled, edited and made available for further use.

News Pool can be created in any media organization – Newspaper, New Agency, Radio or Television. It helps in the handling of a large number of news items and controls the inflow and outflow, smoothly and effectively.

Pool in Newspaper

The Times of India has a News pool, named as “Times News Network” and “The Indian Express” has a news pool “Express News Service”. The central pool of these newspapers is in Delhi office. The reporters and correspondents posted at all the publication centers, including Delhi; submit their selected copies in the News Pool. These copies are selected on the basis of their national and international importance.

An Assistant Editor can be made in charge of the News Pool. He and his subordinate editorial staff assess the news value of the stories, edit and headline them to finally dispatch them to different publication centres with necessary instructions for their use.

News Pool system is effective in newspapers which have chained publications i.e., publication of a newspaper from a number of cities in the country. In today’s time, most of the multi – edition English, Hindi and language newspapers have created news pools. The news pool helps “The Hindustan Times, Mumbai, to exchange news from Delhi and vice versa, “Hindustan Times”, Lucknow, to exchange news from Patna and vice versa and so on.

The success of the News Pool depends on the contribution of correspondents working with a particular edition and the motivation of the news Editor to get the relevant stories done by respective correspondents. For instance, if a correspondent posted at the Nagpur edition of “The Indian Express” covers a story on the farmer’s suicide in Vidarbha region, he should

always keep this in his mind that his story will possibly be carried in all the editions of the “The Indian Express”. The News Editor should also make it a point that this story is definitely sent to the News Pool as contribution from Nagpur.

Pool in News Agency

Like a newspaper, a news agency can also create a news pool at its central office. Sometimes an agency can have two news pools – one at the State Level and other at the Central Level.

The Central News Pool is to receive news items from the state offices, regional offices, stringers at district head quarters and also from correspondents abroad. The stories are then selected on the basis of their news value, edited and sent to the subscribers for use.

There is also an example of a few agencies joining hands to create a pool. This was done by non – aligned countries under the banner of Non – Aligned Movement (NAM) and the pool thus created was named as Non – Aligned News Agency Pool. The basic objective of this pool was the exchange of news reports among non – aligned countries so that they do not remain dependent on western news agencies.

Pool in Radio

News pool can also be created in radio and TV news networks. For instance in All India Radio, News Pool is created in the General News Room (GNR) and Hindi News Room (HNR). The contributors to these news pools are Delhi based correspondents, Regional News Unit (RNU) correspondents, stringers, correspondents abroad and News Agencies – PTI and UNI.

In AIR, every story has to be routed through News Pool. Any story to be included in a bulletin has to be picked up from the pool. These are two News Pools – News Pool 1 and News Pool 2. Pool 1 carries reports originating from India and Pool 2 comprises reports originating from outside India. The Pools are named as per the shifts like Morning Pool, Day Pool, Evening Pool, etc.

Rewrites

Rewriting is a common practice in the editorial department of a newspaper. It takes place at various levels. On many occasions, the sub editors/copy editors take information over the

phone from reporters on regular beats and then prepare a news story, often with the reporters byline on it.

These copy editors work with one or more reporters who may be covering the scene of a major fire, bridge collapse or other disaster. The reporter on the scene phones the information to the rewrite desk, where the facts are woven into an accurate and interesting story. Papers in smaller cities use the system of rewrite only occasionally, usually for last minutes stories gathered right on dead line.

“Rewriting” can also mean producing a new story from a clipping taken from another publication or a press release. It can also mean rewriting a story because the editor did not like the way it was written originally. Most Editors will give the story back to the reporter who wrote it for rewriting. However, if the reporter is not available, a rewrite person may handle it.

Often the persons assigned to rewrite on larger newspapers are among the best writers and most capable members of the editorial staff. They usually work with reporters on the beats. The job of rewriting less significant stories from clippings and press releases frequently goes to the newest reporter on the staff.

In rewriting a story from other newspaper or other source, the reporter must first verify the facts in the clipping and then attempt to get additional facts to use in the rewrite.

The object is to have the story appeared to be a new one, not simply a repeat of the original story.

To accomplish this, a reporter may start the rewrite by

1. Playing up an additional news worthy fact or facts, or
2. Reorganizing the story if no new facts are available.

In the second case, the story often is shortened unless it is about a very important news event. Obviously, the first method is preferred, but sometimes there simply are no new facts to add a story. In any event, the rewritten story, especially the lead, should be as different as possible from the original one.

REPORTING BEATS

A news organization’s major thrust is to gather news and it deploy competent reporters to execute this task efficiently. Gathering news is a continuous process. News comes from all

the directions – North, South, East and West. If we see the spatial relationship in between geographical territory and media organization, we would find that covering news in a vast country like India is a difficult task, so news organizations usually form bureaus/reporting rooms and different reporting beats. This segmentation is quite essential and inevitable for the smooth and systematic functioning of the press.

What is Reporting Beats?

The answer to that question is just for every newspaper reporter in the land. Certainly it is one of the elementary things every young newsman dips into almost immediately and he is more or less in touch with it throughout his career. Basically, reporting beats are nothing but a reporter's regular territory for news coverage. Every beginner as per his interest selects a particular beat like civic/Local, bodies beat, crime beat, education beat, legal beat, cultural beat, health beat, religion/festival beat, economy beat, or political beat.

Merely, covering a beat only does not amount to success. To excel in this field reporters have to establish their separate identity and one can do it by considering following mantras:

1. A reporter should have the ability to spell bound his readers through his words.
2. A reporter should develop a unique style of writing.
3. A reporter should have new thoughts always coming into his mind
4. A reporter should acquire the dexterity in the usage of language and grammar.

Now let us discuss about various reporting Beats:

1. CIVIC/LOCAL BODIES BEAT

We begin with civic/local bodies beat. We will learn the main features of local bodies and see how reporting takes a shape step wise from locating sources to writing news reports. Local Self Government bodies like – Municipal Corporation, Municipal Council, Nagar Mahapalika, Town Area Committee, District Board and Panchayat Committee etc, come under purview of civic/ local bodies beat. Apart from theses, there is some more scope like – the departments responsible for the supply of drinking water, electricity, etc.

Thus, a reporter covering this beat must have a very good understanding of municipalities and panchayats. He should be aware of each and every constitutional provisions and acts related to local bodies.

Sources of Local Bodies News: This is for every reporter that if he wants to reach at the apex of this field, he should have a variety of reliable and high contacts. These contacts may become a source of reporters. Sometimes even an ordinary person such as the driver of a minister's car, even a vegetable seller, could provide valuable information.

Here in local bodies beat following are the main sources and a reporter functioning in this beat should develop his good relations at various levels.

- Mayor
- Chairman of a District board
- Political Leaders involved in Politics of Local Bodies.
- Session of elected house of a local body and the deliberations taking place there in.
- Personnel working at water works department.

Qualities of a Civic Reporter: Besides these main sources a reporter covering local bodies should try to develop his/her relations with every prominent and even common man of the society. A reporter should know the trick to utilize his/her sources.

- He must be aware of the concept of local self-governance like 'Municipality' which means an institution of self government. He must know the composition of municipalities, constitution and composition of ward committees, reservation of seats, and tenure of municipalities and responsibilities of municipalities.

(Article 243 P to 244 A of PART IX A which was included in the Indian Constitution by the Seventy Third Amendment Act, 1994 describes each and every detail of 'The Municipalities'.)

- A reporter must also be aware of the related constitutional provisions. He must understand the formation and function of local bodies.
- Apart from these, a civic reporter must possess an inquisitive mind. Inquisitiveness is the only thing which leads every reporter to dig out the hidden facts.

2. CULTURAL BEAT

Before submerging into the topic we need to understand media culture interrelationship. The international working group on "Training of personnel Engaged in the production and Dissemination of Cultural Goods and Services" co – sponsored by UNESCO in Vienna in 1986 agreed that "Culture is not to be interpreted in the restricted sense of artistic alone.

It encompasses the whole gamut of phenomenon ranging from sports to educational programmes, from the motivation of creative articles to the habits of audiences, from the simple consumption of cultural activities. The notion of culture attends to the lifestyle of the population concerned and thus comprises all sections of social life.

Culture is to a considerable extent preserved and promoted by tradition. And tradition is the handing down beliefs, experiences and customs from generation to generation especially by oral form or by a process of traditional performances and communication. All over the world, the vehicle that carried the tradition and customs which comprises oral folklores such as folk songs, folk dances, dramas, etc and material folklore such as crafts, arts and costumes.

Folk media have been traditionally used in India as a means of dissemination of information or the spreading of heritage, history, value, social values, faiths and philosophy of the community. Story, action, music, dance, instrument, colour are so combined in the traditional media that they become the best means of instruction through entertainment without making the people conscious what they are learning.

Cultural reporting requires a different kind of skill, different bend of mind. A cultural story sounds different and is a very efficient tool to promote the cultural Heritage of our Country.

Following are the areas covered under cultural beats:

- a. Visual Arts: It includes all kinds of usual display materials which depict culture: Painting Exhibition, Cartoon Exhibition, and Sculpture Exhibition.
- b. Performing Arts: Sometimes Ministries, organisations and even NGOs also organize programmes to promote or to create awareness about the culture. We can see this on the Republic Day where many groups represent different states by staging cultural programmes of a particular state like – Garba Dance, Kutchipuri Dance, Kathak, Bharatnatyam, etc. Performing Arts include: Dance Performance, Music Performance, Drama Performance, and Fashion Parade.
- c. Eminent Artists: Cultural Reporters always look for interviews of eminent artists like-Ustad Zakir Hussain, Pandit Ravishankar as these interviews make good copies. Sometimes personality sketches of eminent artists can also make interesting news copies like-personality sketch of Ustad Bismillah Khan, a Maestro Shehnai, who has elevated Shehnai from a pipe played at wedding to a concert instrument.
- d. Arts Institutions: Activities of all government as well as Non Government Art institutions like Sangeet Natak Academy, Lalit Kala Academy, Sahitya Academy, National School of Drama, Sri Ram Centre of Art and Culture, Sahitya Kala Parishad, ICCR.

e. Special Occasions: Some special occasions can also provide raw material to a reporter covering cultural beats like Independence Day, Golden Jubilee programme at RajPath.

Sources of Cultural News: After having an understanding of the scope of cultural beat, here are some of the sources of Cultural News:

- Seminar on any Art Subject
- Workshop on any Discipline
- Special Lectures
- Research Work
- Published Literature on any Art Subject
- Audience oriented Programme
- Press Conference
- Press Release

Every **reporter covering cultural beat** should be well versed in the “Language of Culture” means he should have a fair understanding of culture only then he can write interpretative articles which could ultimately give the piece a distinct identity. Moreover, a cultural reporter should have an interest as well as an inclination towards various art forms. He should be knowledgeable with a deep understanding of Art.

3. Health Beat

Now a day’s health issues are given most importance by many broad sheets. People show more concern about their health and Environment. A reporter covering health beat must have a very good understanding of existing health related problems. He should always keep an eye on the recent development which helps to overcome outrageous diseases.

A disease is a condition that impairs the proper function of the body or of one of its parts. Every living thing, both plants and animals, can succumb to disease. Hundreds of different diseases exist. Each has its own particular set of symptoms, signs, clues that enable a physician to diagnose the problem. A symptom is something a patient can detect, such as fever, bleeding or pain.

A sign is something a doctor can detect such as swollen blood vessel or an enlarged internal body organ. A reporter working on health beat must have basic understanding of diseases and medico legal issues. He must be knowledgeable enough about the various types of diseases so that he can inform the public about do’s and don’ts during an illness.

Following are the areas that are covered under this beat and are also the sources of Health News:

a. **Government Hospitals:** These hospitals occupy an important place not only in health reporting but crime reporting too. In cases related to medical treatment of persons injured in accidents or criminal incidents. First information Reports are essentially lodged with the police. Post-mortems of those who suffer unnatural death are also performed at government hospitals.

b. **Private Hospitals/Nursing Homes:** These days the number of private hospitals, nursing homes and maternity homes is constantly increasing. This is because the existing government hospitals are not well equipped to take the load of increasing number of patients.

c. **Health Facilities in Rural Areas:** A health reporter should also take in to account health facilities in rural areas. In villages and remote areas, inadequate health facilities are available. Primary health centre have been set up by the government in some rural areas, but the condition of these centres is not so good to tackle any emergency case.

d. **Public Health:** Many public health schemes are launched at the national and international level, and massive campaigning is done for the success of these schemes. Some examples are polio vaccination campaign, Japanese Encephalitis Campaign etc.

e. **Activities of Medial Institutes:** The academic activities of medical institutes like ICMR, AIIMS, should be properly covered by a health reporter. The findings of research done at these institutes make big news but reporter should take precaution while taking reference from research works.

Now, coming to the **qualities of a health reporter**, it is very important that a health reporter should be well acquainted with the terms of medical science and its different branches. Like Physiology, Cardiology and neurology etc. He should have knowledge of the symptoms and remedies of diseases people normally suffer from.

4. **Civil Administration Beat**

The work of modern government has two closely integrated aspects. One is formulation of a blueprint for the operation of the government, and the other is conduct of administration within its framework. Civil administration is all about the implementation of these drafted rules by the administration at the grass root level or lower level society.

Individuals and many individuals form a group and group plus many groups form a society. For the smooth functioning of this small unit of any state we need some rules, some laws.

Civil administration provides framed guidelines of law and order for a particular administrative unit. We can trace its origin in the theory of separation of powers.

A Brief History of Civil Administration Beat

In every modern state there are three well defined organs of the government – legislature, executive and judiciary. Aristotle was the first writer to note distinction among the three functions of the government. He called them deliberate, magistrate and judicial. Roman writers like Cicero and Polybius praised the Republican Constitution of Rome because in it they found balance between the Senate (Legislature), Councils (Executive) and Tribunes (Judiciary).

But in practice the Senate was the supreme authority to which the other functionaries bowed down. Bodin, the French Publicist of the 16th Century was the first modern writer to demand a separation of powers. He argued that, if the king were both the law maker and Judge, then a cruel king might give cruel punishments. During the commonwealth period in England, Cromwell separated the executive and legislative functions. However, as the head of the executive, he dismissed the judges. The theory of separation of powers, however, emerged finally in the writings of Montesquieu – a liberal political philosopher.

Sources of Civil Administration Beat –

- Sub Divisional Magistrate/Sub Divisional Officer, City Magistrate, Additional District Magistrate, District Magistrate, Assistant Divisional Commissioner and Commissioner.
- The subordinate staff posted at the offices of these administrative officers.
- The association/unions of IPS officers, PCS officers and ministerial staff.

Now, coming to the **qualities of a Civil Administration Reporter**, first of all he should be well aware of the administrative set up at different levels. The administrative authority and the responsibilities of civil officers must be known to him. He must have an understanding of the Constitution and nature of the administrative unit he is covering.

5. Legal Beat/Court Reporting

There are only a few big newspapers in India who have full time correspondents exclusively for their court beat. These few correspondents generally have adequate legal backgrounds. Other newspapers mostly hire stringers to cover stories. Many of stringers are professional advocates, who are mostly part timers, cover court stories in their respective areas.

At the apex, we have Supreme Court of India. Then there are High Courts, Session Courts, magistrate Courts etc. also there are Tribunals i.e. the tribunals of Central Government employee known as CAT. If a reporter is acquainted with the jurisdiction of different courts, then one can easily locate the specific court for a particular matter. Similarly, if one is familiar with the hierarchy in the courts, one can easily guess where appeal would be filed.

Sources of Legal News:

- FIR.
- Inquiry by investigating agencies.
- Charges framed by a court.
- Legal documents such as affidavits, counter affidavits, bail papers etc
- Hearing of a case in any court.
- Statement of witnesses.
- Pleading by advocates in a court of law.
- Judgments delivered by a judge or jury.
- Statements of the accused.
- Statements of the aggrieved parties.

Now, one thing which is very unique in Legal Reporting is that it is done in three stages.

A. Before the Hearing of a Case

B. During the Hearing of a Case

C. After Completion of Hearing

Legal news and court related news are followed for weeks and sometimes months or may be years. In this case, these kinds of news reports are done with follow ups. It may also happen sometimes that a reporter is already covering one or the other story and till it is concluded, a new story can come. In this situation, reporter has to be very attentive in capturing each and every segments of the news.