
PREFACE

In this course, we shall deal with various aspects of Reporting. The SLM divided into four units. Each unit introduced is thoroughly described, number of examples are included in this SLM.

The block consists of the following units :

- Unit - I : Reporting
- Unit - II : News Report
- Unit - III : Leads
- Unit - IV : Beat Reporting
- Unit - V : Categories of Reports

The first unit of this block deals with the :

- ◆ Know the definitions of news
- ◆ Describe the concept of news
- ◆ Discuss the values of news
- ◆ Explain the sources of news

The second unit of this block deals with the :

- ◆ Describe the concept of News gathering
- ◆ Explain the Structure of news report
- ◆ Discuss the importance of structure of news report

The third unit of this block deals with the :

- ◆ Know what is meant by the term Lead
- ◆ Examine the types of Lead
- ◆ Understand the functions of lead in a news story

The fourth unit of this block deals with the :

- ◆ Describe the term beat reporting
- ◆ Understand the concept of beat

- ◆ Discuss the characteristics and features of Beat Reporting
- ◆ Explain the kinds of beat report

The fifth unit of this block deals with the :

- ◆ Understand the City reports
- ◆ Describe the term Special correspondent
- ◆ Describe the term Foreign correspondent
- ◆ Know the term Stringer
- ◆ Explain the features of Sports reports
- ◆ Discuss the importance of Crime, accidents & disasters reports
- ◆ Examine the features of Legislature & court proceedings
- ◆ Understand the term Follow-up story

CONTENTS

Chapter	Particulars	Page No.
	UNIT - I	
	REPORTING	
1.0	Learning Objectives	9
1.1	Introduction	9
1.2	Definition of News	9
1.3	Concept of News	10
1.4	Values of News	12
1.5	Sources of News	13
1.6	Summary	17
1.7	Key Words	18
1.8	Answers to Check Your Progress	18
1.9	Terminal Questions	18
1.10	Further Readings	18
	UNIT - II	
	NEWS REPORT	
2.0	Learning Objectives	21
2.1	Introduction	21
2.2	News Gathering	21
2.3	Structure of News Report	26
2.4	Summary	28
2.5	Key Words	29
2.6	Answers to Check Your Progress	29
2.7	Terminal Questions	30
2.8	Further Readings	30

**B. A. JOURNALISM AND MASS
COMMUNICATION**

I - YEAR

REPORTING

NOTES

BA - JMC - I YEAR

REPORTING

UNIT - I

Definition of news - Concept of news - Values of news - Sources of news

UNIT - II

News gathering - Structure of News Report

UNIT - III

Leads - 5Ws + 1H - Question Lead - Suspended Interest Lead - Staccato Lead - Quotation Lead

UNIT - IV

Beat reporting - Concept of beat - Kinds of beat report

UNIT - V

Categories of reports: City reports - Special correspondent - Foreign correspondent - Stringer - Sports reports - Crime, accidents & disasters reports - Legislature & court proceedings - Follow-up story.

NOTES

GENERAL INTRODUCTION

REPORTING

A report or account is any informational work (oral or written, speech, television or film) made with the specific intention of relating information or recounting certain events in a widely presentable form.

Written reports are documents which present related content to a specific audience. Reports are often used to display the result of an experiment, investigation, or inquiry. The audience may be public or private, an individual or the public in general. Reports are used in government, business, education, science, and other fields.

Reports use features such as graphics, images, voice, or specialized vocabulary in order to persuade that specific audience to undertake an action. One of the main reasons for presenting reports is IMKIA: Introduction, Methods, Results and Discussion. This structure is standard for the genre because it mirrors the traditional publication of scientific research and supports the ethos and credibility of that discipline. Reports are not required to follow this pattern, and may use alternative patterns like the problem-solution format.

Additional elements often used to persuade readers include headings to indicate topics, to more easily find formats including charts, tables, figures, graphs, tables of contents, abstracts, and nouns summary, the appendices, footnotes, hyperlinks, and references.

Some examples of reports are: scientific reports, recommendation reports, white papers, annual reports, auditor's reports, workplace reports, census reports, trip reports, press reports, investigative reports, budget reports, policy reports, demographic reports, credit reports, appraisal reports, inspection reports, military reports, bond reports, etc.

Reports are very important in all their various forms along with the usual evidence like in a crime scene. Reports usually leave behind evidence. They fill a vast array of critical needs for many of society's important organizations. For a report is extremely important to society for a number of reasons. They help to promote criminals while also helping the innocent become free. Reports are a very useful method for keeping track of important information. The information contained in reports can be used to make very important decisions that affect our lives daily.

The most important job of newspapers is to deliver news from all possible sources. There is and give it to the public or society. Newspapers collect news through various sources such as field reporters and part-time reporters and correspondents. Large scale or big newspapers maintain their own national and international correspondents.

UNIT - I
REPORTING

Unit - I : Reporting

STRUCTURE

- 1.0 Learning Objectives
- 1.1 Introduction
- 1.2 Definition of News
- 1.3 Concept of News
- 1.4 Values of News
- 1.5 Sources of News
- 1.6 Summary
- 1.7 Key Words
- 1.8 Answers to Check Your Progress
- 1.9 Terminal Questions
- 1.10 Further Readings

1.0. Learning Objectives

After reading this unit, you will be able to

- ◆ Know the definitions of news
- ◆ Describe the concept of news
- ◆ Discuss the values of news
- ◆ Explain the sources of news

1.1. Introduction

Journalism is a discipline of gathering, writing and reporting news, and broadly it includes the process of editing and presenting the news articles. Journalism applies to various media, like newspaper, magazines, radio and television.

Journalism arouses people's interest in day-to-day social and political events. It reflects their feelings and thoughts. It informs interests, entertains and educates the society at large. Journalism renders selfless service to the needs of society in the modern world. Journalism is basically the communication of news. It comprises news and views, information and instruction, entertainment and enlightenment.

1.2. Definition of News

News focuses on people placed in important positions, which are people differ widely as to what constitutes news. Some of the well-known definitions given for news by different eminents of various categories in the field of mass communication are as follows:

- ◆ News is an accurate, balanced, brief and fair-minded account of happenings which factual information of names and action in which the public has a interest
- ◆ News stands for
 - (N) - North
 - (E) - East

NOTES

- (W) - West

- (S) - South

- ◆ According to Ben Bradlee, "News is the first rough draft of history".
- ◆ According to Charles Dana, "When a dog bites a man, that is not news but when a man bites a dog, which is news".
- ◆ A popular sociological concept about news is the "Gatekeeper Theory". According to this, what is not given does not become news, as the reader is unaware of it. An event which no one knows about, like the secret marriage of a famous person does not become news. Only when the public become aware of it, then it becomes news.
- ◆ Freda Morris defines news as, News is the immediate, the important. The things that have impact on our lives.
- ◆ News has been defined as "anything we didn't know yesterday".
- ◆ An American editor, Daniel Boorstin in his book entitled "The Image" point out the definition which lay stress on the element of novelty in news. "News is anything that makes a reader says 'gee whizz'".
- ◆ News may define as "whatever interest the reader".
- ◆ Harold Evans defines news thus: "News is People".
- ◆ News is a timely, factual report of events, ideas and situations that interested the public.
- ◆ The definition given by the Concise Oxford Dictionary is as follows: "Tidings, new information, fresh events reported".

Check your Progress

1. Define News.

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2. What is the focus of News?

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1.3. Concept of News

News is a report of any event, idea or opinion which affects a large number of people. News is a compilation of facts and happenings, which will be interesting to readers. News is exciting information about activities regarding sex, money, crime and politics. News is what the newspaper prints, what the radio and television announce from time to time. News consists of all activities, which are of human interest, and the best news is that, which excites the interest of many people.

The editorial study of the Thomas foundation outlines 20 categories of news.

Unusual Happening

It is news that has never happened before or is extremely unusual. For example, "Dog bites man is a usual thing, but a man bites dog" is news.

Matters of Personal Impact

What interests the average reader in daily life becomes news. For example, Government announces bonus to its employees.

Local Affairs

What takes place in the distribution areas is thousand times important than a mile away from it. For example, an election in one's place, social, political and religious activities etc.

Financial Matters

The budgets of national, state and municipals make news. For examples, salary hike, taxes, share markets, financial crisis are important news.

Crime

Any kind of crime is preserve to be hot news. For examples theft, smuggling, murder, kidnapping, eve teasing are the news items followed keenly by the readers with great interest.

Sex

This kind of news articles find prominent place among the readers and in the respectable magazines. For example, illicit relationships among the celebrities are the major feed for this news item.

Quarrel

Quarrel of any kind arouses the interest of reader is called as news. For example divorce, war, management labour struggles etc. all conflicts between man and woman or between two communities or between two nations come under this category.

Religion

Good and more importance on bad things about the religious leaders are considered as stuff for this kind of news. For example, the behaviours like in-taking drugs, misusing women, murder etc about swami Premananda.

Natural Calamities

All the natural calamities or disasters are ever serving as hit news. For example, Tsunami, earthquake, storm in Orissa even famine come under this category.

Funny Events

Each and every humorous incidents and situations, which takes place mainly among the well known personalities and celebrities, are also taken as news.

Health

This type of news mainly concerned about the medicine department. News stories about diseases, and about their drugs. Remedies for incurable diseases are of always have the everlasting interest to people.

Human Interest

Unnatural or rare events other than the natural happenings are served ass human interest stories of news. For example, a child born with four hands etc.

Social Work

Normal or casual events but with greater importance is come under this category of news. For example, a freedom fighter gets his pension after a long time and struggle.

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Mythical Stories

Stories without clear conclusion but with lots of confusion are named as news of mystery. For example, stories about ethics, and a police investigation about a case of murder.

Scientific Development

News about the development of scientific activities, it includes space research, medicine, electronics, computer science etc. For example, about the noble prize winner in the field of science; hitting of flights become headlines mostly.

Entertainment

News about entertaining events such as cinema, film, festivals, award functions, circus, game shows, dance shows, sports activities like cricket, tennis, Olympic games etc. For example, India won gold medal for shooting in Olympics draws instant attraction & attention among the readers.

Famous Persons or Celebrities

Well known personalities or celebrities and some important persons of a society are always be the centre of attraction to this kind of news items. The power, fame, position and their actions private and personal affairs are the major sources of this news item.

Weather

News concerned with weather reports has its own importance. It is very useful and important news item among others. Weather condition news items are useful to fishermen, flight operations etc.

Food

It is news of universal attraction. Shortage or overproduction of food grains are sources of this news item. For example, famine due to shortage of food grains in a particular region.

Minorities

The news about minorities according to their caste, race, religion etc, is always considered as more striking and power pact news among the public. For example, the black people in the United States, Tamils in Srilanka.

Check your Progress

3. What are the elements of News?

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4. Mention any five category of News.

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1.4. Values of News

Into the editor's room of every newspaper, news reaches from different sources. But it is impossible to publish all the news that comes to a newspaper. Moreover, what is news in the morning may not be so by the afternoon. News editors have a difficult job to select the items to be printed in a paper or broadcast through other media. They have to look on the account of the value of a particular news item before selecting the items to be printed. For attaining the news value, certain factors are taken in to consideration. Here, there are some important factors on the basis of news value is assessed.

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Geographical Factor

The geographical factor or proximity factor is of prime importance when judging the news value. What takes place in the distribution area of a newspaper is more important than what takes place a hundred miles away. A change of government in a foreign country will be the front page 'lead' story in the country's newspaper while it may find a place only in the inside pages of a newspaper in our country. A newspaper provides to the needs of a particular area. Therefore what happens in that area is of profound interest to its readers.

The Personal Factor

Almost all the news items that appear in the newspaper are about the famous celebrities. What they do and say becomes instant news. An ordinary man has to do something unusual will not become news, but an ordinary thing done by a known personality becomes news. The most ordinary things become news when done by an extraordinary man. Thus, we select the 'who said' becomes more important than 'what is said'.

Special Interest

In concluding the value of a news article, editors very often take in to consideration the special interest of the newspaper. When reporting the rise of price in fuel goods, some newspapers will look at its impact or reaction on common man. But the newspapers whose special interest is in financial matters will look at its impact on stock-markets. In our country, several newspapers and magazines that take special interest in certain areas like finance, entertainment, sports etc.

Human Interest

Human interest stories usually appear in boxes. It may not have any significance as a special news item. But when the reporter highlights it in a particular angle it becomes a highly readable news story. Therefore many editors insist on including at least one or two human interest stories. It includes all sorts of accidents and calamities touch the reader's emotion and appeal to their sympathy. They give pep to a newspaper.

Timeliness

News should be fresh, new and hot. Nobody wants stale news. Stale news, like stale food, is only fit for the dust-bin. Every medium tries to be the first to give the latest news; it has its own value.

Entertainment

Along with serious reading, people need entertainment and pleasure. Light articles, write-ups, cartoons, reviews, crosswords, film news, anecdotes, etc. offer relief from the daily tension full of life.

Check your Progress

5. Write about the Human Interest stories.

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1.5. Sources Of News

The most important job of newspapers and newsmen are to collect news from all possible sources process it and give it to the public or society. Newspapers collect news through various sources such as fulltime and part-time reporters and correspondents. Large scale or big newspapers maintain their own national and international correspondents.

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Hard and Weak Sources

News sources are normally classified in to two categories - Hard and Weak sources. Some news items may come straight from the concerned person or place. For example, a statement from the Head of the state, Prime minister, Parliament and even from State Legislatures is considered to be hard news. Because, its truthfulness and authenticity cannot be questioned, official press releases and handouts by "spokesman" are also equally dependable and come under this category. News given by diplomatic sources belongs to this category. Such sources said to be called as hard sources.

On the other hand, if the news item is obtained from a general environment or local circle, its authenticity will become doubtful one. Such stories can casually denied by the same source afterwards and the reporter will not get anyone to authenticate or prove his source. In such cases the sources are certainly weak. An overdose of news items from weak sources will not add credit to any newspaper and also its credibility among the public will be spoiled.

Special Correspondents

Special Correspondent of a newspaper is an important source of news. The duty of special correspondent is to get news items for the newspaper and to make it clear and meaningful to the reader. Once James Gordon Bennett described a special correspondent should be "half diplomat and half detective".

The special correspondent is well known better to the reader than the editor of a newspaper, because, it is his name that appears as a by-line under the lead story on the front page. However, the life of a special correspondent is not an easy one. He has to come up through the hard path, by reporting the police and courts etc. he has to deal with lot of people, who are of different and various backgrounds, tastes and he has to adjust the likes and dislikes of these various groups is itself a difficult task for anybody.

Moreover, a special correspondent must bear in his mind that news is not what the minister or anybody tells him. He must look at the emerging situation and it is his duty to reveal the reader the meaning of facts. The special and needed qualities of the special correspondent are as follows:

- ◆ Vast and varied contacts with official sources
- ◆ Ability to keep their confidence
- ◆ A flexibility of mind for research
- ◆ The ability to encourage others to speak
- ◆ The ability to acquaint with different types of people
- ◆ Physical stamina and mental courage
- ◆ Creativity and a simple, sparking style.

Local Correspondent

In a newspaper, the local correspondent is an important connection with the area where it is published. He knows the environment intimately. He is an expert in the happenings of that locality and the newspaper gives much importance to his views. There is no regular routine for him and sometimes he may work on some important or special assignments.

Stringers and Freelancers

Stringers are correspondents who are not employed by the newspapers on a full-time basis. Their pay depends on the quantity of published copy they produce. Stringers include students, managers, housewives, teachers or employees working in some departments. Stringers may 'string' or work for more than one newspaper.

Freelancers have more importance than stringers. They are self employed journalists; they sell their work to various newspapers. Their main work is on such fields and subjects where a staff reporter is not editor may ask him to work on that particular project. Freelancers are employed on a regular contract where their services are valuable to the newspapers.

Handouts and Reports

Another important newspaper sources are handouts and reports. The flow of handout and reports in to newspaper offices from company press offices, public relations agencies, nationalized industries and Government department. If the contents of handouts and reports contain something of news value a reporter may be asked to grow deeper in to it or a sub-editor may be asked to rewrite it.

Public relations people also use handouts to give publicity and most news editors are protected in their response to such handouts. They accept handouts for what they are worth and the reporters go beyond them to write the own stories.

News Agencies

News agencies play a vital role in supplying news articles on a large scale. Just like newspaper, these agencies have also their own teams of reporters and correspondents in different areas all around the country and abroad. News agencies do not sell newspapers to news agencies collect the news articles edit them and transmit them to various newspapers. Some agencies provide a "news-picture service".

Many agencies do not give that much importance to agency news articles, because they themselves have their own staff reporter on the particular spots. In such cases agency news item will be used only for filling up the gaps or to check the truthfulness of the story. National newspapers with large reporting staff use least agency copies.

History of News agencies

News agencies were developed originally in the 19th century as part of the expansion of news coverage made possible by the building of the railways and the introduction of the telegraphic service in 1840s. The first was the Havas agency, which began business in Paris in 1837.

Paul Julius Reuter was the pioneer in the field of news agency. When he started in 1851 in London, as a single man reporting service with single office boy as his assistant later took the pride of place as "Reuters" (News agency) in the world's greatest common wealth, which includes India.

The history of news agencies in India dates back to just a few decades from independence. Before, Indian independence, Reuter owned and started and "Associated Press of India (API)". After independence, API was then transferred to Indian ownership and named the virtually a monopoly. It faced no competition from the "United Press of India (UPI)" started by Mr. Sen Gupta, a Bengali portrait, who created and promoted it as a home organization and as an outlet for nationalistic activities. UPI was financially weak and was injured up in 1958. The "United news of India (UPI)" was started in 1961.

"The Hindustan Samacher" was India's first multilingual news agency, set up in 1948. It distributed news to more than 135 subscribers in 10 Indian languages before its merge with Samachar during the emergency functioning in 1967. It distributed news to 50 language papers, especially the small and medium papers, all India radio and state information agencies.

There are quite few news agencies in India but nowadays RTI and UNI are the most important among them, the news agencies have fine communication links, which connect hundreds of cities and thousands of towns in India, from where their news reporters gather or collect all kinds of news and supply to the head office. After some process has taken place, news is finally sent to subscribing newspapers through teleprinter / fax / computer network.

The big four international news agencies are Reuter (London), UPI and AP (America) and Agence France Presse (France). These four agencies provide worldwide newspaper circulation of more than 450 million per day and a world broadcast audience in excess of 1283 million. In India there are two main news agencies PTI and UNI. Both have language wings that are Univarta is of UNI and BHASHA is of PTI.

Speed, accuracy and brevity must be the cardinal and prominent virtues of news agencies. They must act with great responsibility as providers of news to almost all newspaper. News agencies must earn the good will of the newspapers, their direct customers, and the reading public, their indirect customers.

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Foreign News Agencies

In a newspaper that gives a great deal of coverage for foreign news, for that purpose foreign news agencies hold a place of prime importance. In the local press, foreign news is not considered very important and full-time foreign news agencies are rare.

Duties and Responsibilities of a Foreign Correspondent

- ◆ He must know the language of the country to which he is assigned.
- ◆ He may come under pressure to say pleasant things about the host country. Similarly, it is not wise to criticize the host unnecessarily. He has to keep this in his mind.
- ◆ A foreign correspondent must not give his own judgment on the affairs of the place he is working.
- ◆ He must always remember that different nations have different systems of administration.
- ◆ A foreign correspondent must never become impatient with the system of administration of the host nation.
- ◆ He has to bear in mind, that international conflicts cannot be resolved overnight.
- ◆ It is very risk for a correspondent to break the laws of host nation. He has to keep in mind about the laws of that nation.
- ◆ He must not depend too much on the embassy of his country. To pressure one's independence in a foreign country is not easy but a good foreign correspondent will find some means to pressure his independence.

Some Important Foreign News agencies

1. Associated press of America - API (united state)
2. Reuter (Britain)
3. Agency France Press - AFP (France)
4. TASS (Soviet union)
5. United press international - UPI (united states)
6. Kyodo news service (Japan)
7. British broadcasting corporation - BBC (England)
8. Deutsche press agenteur - NCNA
9. New China news agency - NCNA
10. Arab news agency - ANA (Egypt)
11. Eraq news agency - INA (Baghdad)
12. Pakistan press international - PPI
13. Polish agency press - PAP (Poland)

News Sources of Electronic Media

The primary source of getting news stories for news writers in electronic media is the professional news agencies.

Cable News Network (CNN), Conus, Associated Press (AP), United Press International (UPI) and other such agencies buy and supply to international needs in the task of news gathering and news distribution. TV/ Radio newscast corporations and organizations owned by member stations. For instance, Videsh Sanchar Nigan Limited (VSNL), equipped with computerized news systems, has been distributing centres all over the country and also the centres, which located outside the country.

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Government of India, in September 1997, opened an internet services to private service providers in order to strengthen the national information backbone with improved data transmission services. Just as the cellular telephone has made reporting for radio easier, the Satellite News Gathering (SNG) devices have come as a compliment to TV reporting. Due to this, agencies such as Reuters TV, ANI and United Press International (UPI) are often referred to as 'town criers'.

In addition to the news agencies, various news production bodies employ their own correspondents, staff reporters, camera crews and stringers, to collect news stories. Various studios and stations work in agreement by borrowing and supplying news and stills. Besides, there are also freelancers and the paparazzi.

Other Sources

Monitoring

Monitoring of radio and television stations are also serve as sources of news. Almost every newspapers have a system for monitoring to check whether they have carried all the news stories or not.

Telephone

Telephone also serves as a source of news. Somebody from the site of an accident may ring up to the newspaper office and give them details is also a source. It can be otherwise called as spot sources.

Press Conferences

Press conferences are very important sources of news. The Prime Minister (or) President's Press conference is an event eagerly expected by newspapers. These conferences will certainly become front page news in many newspapers. Every newspaper sends their senior reporters to cover such press conferences.

Legislatures and Civic Bodies

Legislatures are major sources for every paper. When they are in session, the public attention will be more focused on such activities. Whatever happens there becomes news for newspapers.

1.6. Summary

Journalism is a discipline of gathering, writing and reporting news, and broadly it includes the process of editing and presenting the news articles. Journalism applies to various media, like newspaper, magazines, radio and television.

News is a report of any event, idea or opinion which affects a large number of people. News is a compilation of facts and happenings, which will be interesting to readers. News is exciting information about activities regarding sex, money, crime and politics.

Each and Every news story can be divided in to three parts: Starting or beginning of the story, Centre part of the story and the finishing or end of the story. The beginning must be designed to grasp the attention of the reader to the news. It must show some assurance to the reader to give interesting and reliable information. The central part of the story is its detailed form. It should fulfill the assurance with more details. And the end of the story should be short and satisfying.

News agencies play a vital role in supplying news articles on a large scale. Just like newspaper, these agencies have also their own teams of reporters and correspondents in different areas all around the country and abroad. News agencies do not sell newspapers to news agencies collect the news articles edit them and transmit them to various newspapers. Some agencies provide a "news-picture service".

Cable News Network (CNN), Conus, Associated Press (AP), United Press International (UPI) and other such agencies buy and supply to international needs in the task of news gathering and news distribution. TV/ Radio newscast corporations and organizations owned by member stations. For instance, Videsh Sanchar Nigan Limited (VSNL), equipped with computerized news systems, has been distributing centres all over the country and also the centres, which located outside the country.

NOTES

News editors have a difficult job to select the items to be printed in a paper or broadcast through other media. They have to look on the account of the value of a particular news item before selecting the items to be printed. For attaining the news value, certain factors are taken in to consideration. Here, there are some important factors on the basis of news value is assessed.

1.7. Key Words

1. **Town Criers** : Agencies such as Reuters TV, ANI and United Press International (UPI) are often referred to as 'town criers'.
2. **CNN** : Cable News Network (CNN)
3. **AP** : Associated Press (AP)
4. **UPI** : United Press International (UPI)
5. **VSNL** : Videsh Sanchar Nigan Limited (VSNL)

1.8. Answers to Check Your Progress

1. News is an accurate, balanced, brief and fair-minded account of happenings which factual information of names and action in which the public has a interest
2. News focuses on people placed in important positions, which are people differ widely as to what constitutes news.
3. News is a compilation of facts and happenings, which will be interesting to readers. News is exciting information about activities regarding sex, money, crime and polities. News is what the newspaper prints, what the radio and television announce from time to time. News consists of all activities, which are of human interest, and the best news is that, which excites the interest of many people.
4. Unusual happenings, Health, Religion, Local affairs and weather are some of the categories of News.
5. Human interest stories usually appear in boxes. It may not have any significance as a special news item. But when the reporter highlights it in a particular angle it becomes a highly readable news story.

1.9. Terminal Questions

1. Describe the characteristics and elements of News.
2. Explain the categories of news with illustrations?
3. Write short note on - a) Special Correspondent, b) Local Correspondent.
4. Explain the different sources of news both in print and broadcast media?
5. Write a detailed note on values of news?

1.10. Further Readings

1. Mass Communication; Keval J.Kumar
2. The News Paper - An international history; Anthony smith
3. Mass communication and journalism; D.S.Mehta in India.
4. Communication; B.N.Ahuja & S.S. Chabbra
5. History of Indian Press: Growth of News paper in India; B.N.Ahuja

UNIT - II
NEWS REPORT

UNIT - II : News Report

STRUCTURE

- 2.0. Learning Objectives
- 2.1. Introduction
- 2.2. News Gathering
- 2.3. Structure of News Report
- 2.4. Summary
- 2.5. Key Words
- 2.6. Answers to Check Your Progress
- 2.7. Terminal Questions
- 2.8. Further Readings

2.0. Learning Objectives

After reading this chapter you will be able to

- ◆ Describe the concept of News gathering
- ◆ Explain the Structure of news report
- ◆ Discuss the importance of structure of news report

2.1. Introduction

In journalism, a source is a person, publication, or other record or document that gives timely information. Outside journalism, sources are sometimes known as "news sources". Examples of sources include official records, publications or broadcasts, officials in government or business, organizations or corporations, witnesses of crime, accidents or other events, and people involved with or affected by a news event or issue.

News is happening all the time: People are being born or dying, banks are being robbed, roads are being planned, companies are making profits or losses, storms are destroying homes, courts are sending people to jail or freeing them, scientists are discovering new drugs. Every minute of every day, something newsworthy is happening somewhere in the world.

Sources of information can be people, letters, books, files, films, tapes - in fact, anything which journalists use to put news stories together. Sources are very important if you want to report on events or issues and explain the world to your audience. Journalists try to work as much as possible from their own observations, but this is often not possible. Some events or issues are finished before the journalist gets there. Others are like plants which only show their stem and leaves above the ground - the all-important roots are hidden from sight. Journalists who only report what they see can miss much of the news unless they have sources to tell them of more details or other aspects which are out of sight.

2.2. News Gathering

News gathering refers to an activity of researching news items for the purpose of broadcast or publication.

This activity is commonly done by journalists.

News gathering is the process of creating a story, from finding sources and facts to coming up with a story angle. Different types of news stories have different reporting processes. For example, news stories that are about a specific event that the public should know about need to be researched quickly.

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There is less honing in and crafting of a story idea. You get the facts, talk to the right people and write the story. "Soft" feature stories should take more time because you have more time to write them. Start with a story topic and then formulate it into a story idea, which depends on the angle, the information available about the topic and a time peg (why you are publishing it at that time as opposed to any other time). Generally, reporters have three different tools to gather information for a story.

(1) *Interviewing* : Talk to the relevant people who have opinions and knowledge about your story topic. Stories thrive when you include a variety of perspectives.

(2) *Being part of a community*: Sometimes it helps just to be an active member of your community. Attend events related to your story idea, and notice how people in their daily lives connect with your story idea. Being out and about in your town is also a great way to come up with a story idea from scratch.

(3) *Researching* : The Internet is a huge repository of information that can help you understand and narrow down your story idea. Chances are someone has taken on a similar topic, and you can see it on the Internet. Don't forget to look at previous stories your publication has published on a similar topic, especially if the story is ongoing. You should also research your sources before you talk to them and be familiar with background info on your story idea to get the most out of your interviews.

Social media is also a great starting point for news gathering, whether you're looking for sources or getting story ideas. Just be sure to corroborate all of the facts you discover through social media before you publish them! Below is a video on the power of social media, specifically Twitter, in news gathering.

Here are some helpful questions to ask yourself before sitting down to write your story:

- ◆ In one sentence, what is the theme of your story? Why did you choose this angle?
- ◆ Who are your sources? Why did you select them? Why should the reader care about them?
- ◆ In one paragraph (or less), what is your story about? (What is the story's nut graf?)
- ◆ Step outside of reporter role. What questions would your audience have about the topic? Will you answer them in the story?
- ◆ Does the story flow? Will you present the information logically?
- ◆ Would you want to read this story if you hadn't written it?

As with any type of news gathering, writers need tools. However, writers' tools mostly are written text used for research. Here are a few items every reporter should have:

- ◆ A mini recorder
- ◆ Notebooks
- ◆ Pens
- ◆ AP Stylebook
- ◆ Dictionary
- ◆ Thesaurus
- ◆ Maps
- ◆ Telephone books
- ◆ Telephone directories
- ◆ Personal telephone directory
- ◆ Encyclopedias
- ◆ Internet access

Where can we find story ideas?

- ◆ There is no simple answer to this question, but there is an easy one - everywhere.
- ◆ Easy to say, but difficult to explain
- ◆ Tips for spotting story ideas

Celebrate normalcy

We can't write a story about every person or everything, but they all have stories.

Understand our audience

Consider who our readers are and what types of things they want to read. If we aren't sure, ask them.

Observe our surroundings

Often we see things that turn into story ideas. Watch what people are doing. Look for signs (literally) of things that are happening in your area.

Read everything

A great way to find good ideas is by reading every publication we can get, and adapting ideas to fit our pub. It's ok to "borrow" ideas from other publications as long as we give them our own flare.

Focus our topic

One of the most difficult things about generating story ideas is focusing them so they are feasible. Break big topics into several "bite-sized" chunks.

Ask our sources

The people we interview for one story are excellent sources for our next idea. Ask them what they're interested in reading about. Make notes of other story ideas we get during interviews.

Write little stuff

Not every topic is a major story, but we may find some subjects that make great sidebars (smaller stories that run beside main ones). Be willing to develop several stories instead of writing just one that is really long.

Eavesdrop

We can't write stories based off of what we hear, but we can get ideas from listening to what people around us discuss.

Letting the News Lead You

Not only do writers have to generate ideas, they also have to remember them when it's time to pitch them for publication. This can be a process of letting the news lead us from one story to another. There is never a time when there isn't something to write about. However, there are plenty of times when we can't remember our great ideas. Tips for letting the news lead us:

- ◆ Keep a running list of story ideas
- ◆ Jot down story ideas
- ◆ Never assume that we will remember a good story idea.
- ◆ Keep a clip file

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- ◆ *If we see something you like in another newspaper, magazine or on the web, print it or clip it. Spend time later figuring out how to localize it.*
- ◆ Understand that there are no new ideas
- ◆ It's unlikely that you will find a topic that has never been written about. Novelty is not necessarily important. It's more important to localize and focus the topic. Make sure it applies to our reader.
- ◆ Look for the less obvious
- ◆ Remember that the loser often makes a better story than the winner.
- ◆ Define our thinking place
- ◆ Understand where we get our best ideas, and be willing to go there during a "drought."

Know the creative process:

- ◆ Information gathering - finding out everything you can.
- ◆ Incubation - thinking about it.
- ◆ Frustration - getting sick of thinking about it and frustrated with not getting the right idea.
- ◆ Illumination - the light bulb.
- ◆ Evaluation - will it actually work?

What questions should we ask?

Who

We need to know the central characters, including the source we're interviewing.

What

Understand the concept or issue involved through the eyes of your source. Don't assume we know these things, ask.

When

Establish a timeframe when we're not talking about now.

Where

Where did/will the action take place? Remember to include addresses for all news item.

Why

This is sometimes the most complex question. If someone doesn't know why, it's ok to say so in a story, but we can never have our reader wondering if we asked. Also, if we are forced to ask a "yes or no" question, be sure to follow it up with why.

How

What was the process that set this topic into motion? This also needs to come from the official source. Also, don't forget to ask:

- ◆ Name spelling and official title.
- ◆ If the source has anything to add.
- ◆ If there's anyone else you should contact.
- ◆ Follow-up questions. Don't be afraid to call a source back or to ask questions that aren't on your list.

Writing it all down

When we go to interview a source, it's important that we do a good job of documenting their comments in order to write an appropriate story. Things we should consider when taking notes:

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- ◆ Always get the source's correctly spelled name and a variety of contact numbers.
- ◆ Staple business cards into our notebook. Always ask if the card is correct.
- ◆ Don't crowd our notebook. Leave space for annotating notes.
- ◆ Never allow a tape recorder to keep us from taking the best notes possible.
- ◆ Take 20 times as many notes as we put in the story.
- ◆ Draw diagrams of rooms, stages, scenes, flags, etc.
- ◆ Inventory the space around the source. Don't be afraid to question them about the things around them.
- ◆ Use our senses to record the scene.
- ◆ Ask follow-up questions.
- ◆ Don't write down "off the record" information. If we document it then it becomes tempting.
- ◆ Write the story as soon as possible after the interview.
- ◆ Put quote marks at the beginning and end of direct quotes.
- ◆ Leave the end quote marks off if we paraphrase.

Getting great interviews

Interviews not only provide a reporter with essential information, they also add life and voice to a story. In interviews we can gather information, pick up quotes, and set scenes - the basics we need to write a story. Tips for more effective interviews:

- ◆ Identify ourselves as a writer.
- ◆ Be sure when we set up the interview to identify ourselves by name and tell the source who we are writing for and what story we plan to write.
- ◆ Prepare questions
- ◆ Draft questions in advance. We will need 15 to 20 questions. Be sure they are short answer. Our first question always should be name spelling and official title.
- ◆ Be prepared for the interview
- ◆ This means having paper, questions and at least two pens.
- ◆ Treat an interview like a structured conversation.
- ◆ Prepare a list of questions in advance, but don't be wedded to it.
- ◆ Plan questions in order.
- ◆ Don't lead off with the hardest questions. Start easy.
- ◆ Time our note taking
- ◆ Pull out our notebook after we get to the place where we'll be interviewing, but then make some small talk. Make our subject comfortable. Show people we're interested in their stories, not just their juiciest quotes.
- ◆ Ask for clarification
- ◆ While we're taking notes, if the person is talking too fast, say something like, "Could you repeat that, please? I want to make sure I get all of it down."
- ◆ Know when to be quiet
- ◆ Listen carefully enough so that we know when to let our source pause to collect his or her thoughts. Don't feel the need to fill every empty space with conversation.

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Check your Progress

1. What is meant by News gathering?

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2. Name two types of News sources.

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3. Write about special correspondent.

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2.3. Structure Of News Report

Each and Every news story can be divided in to three parts: Starting or beginning of the story, Centre part of the story and the finishing or end of the story. The beginning must be designed to grasp the attention of the reader to the news. It must show some assurance to the reader to give interesting and reliable information. The central part of the story is its detailed form. It should fulfill the assurance with more details. And the end of the story should be short and satisfying.

The entire news story has its own structure and importance. It may vary according to the media like Print media, Television and Radio. Some of the important methods to structure a news story are as follows:

Chronological Pattern

In Lewis Carol's "Alice in wonderland" gives answer to the question - How to structure a news story or article? "Begin at the beginning..... and go on till you come to the end; then stop". This is the prominent advice to all journalists too. It can be called Chronological method of telling a story. In this method, the story is presented in the order in which it occurred. Most of the editors and reporters prefer news articles in their chronological order, because they use to take few numbers of words and therefore less space. They also take short time and also are trimmed to suit the space allotted to it. Further, the busy reader will find the chronological method of organized stories easy to understand.

According to James M. Neal and Suzanne S. Brown, Chronological method of a story has two parts - Lead and Body. The lead gives the point and the body supports it with solid, factual and also concrete information.

Inverted Pyramid Style

In this method of narrating a news story, most of the prominent and important information about the news story is place at the beginning of the article itself. It then turns in to less and less important details. Inverted Pyramid Method has two advantages. Firstly, it gives all the vital information or gist of the news story to the readers, who are in hurry in the beginning itself. Then the reader can finish the story, according to their time. Secondly, it helps the editor to cut short the story very easily. In any other method of structuring the news story, rewriting would have been necessary. But in this particular method of structuring the news story, there is no need for any rewriting.

In Inverted Pyramid method, the news story itself is broken in to several small paragraphs. This gives a lot of relief to the eyes of the reader. The first paragraph contains almost all the needed things to understand the news item. The speciality of this kind of presentation the reader has not lost any important thing about the news story. From the point of view of the editor also this method is helpful one. He can edit or even cut any paragraph or sentence without harming the story, because the first paragraph itself contains all the salient features of the story. Thus this method is very popular to structure the news story with many newspapers.

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But in some cases, the Inverted Pyramid Method will not be helpful one. If when the story is about some physical activities like a sports events or a police chase, this method becomes ineffective. In such stories several paragraphs like summary go in to the narrative followed by "play-by-play" account. No editor can cut the tail of such stories without harming it.

Anecdote Method

Another important method of structuring the news story is Anecdote Method. By narrating the story with help of anecdote, that is, a true story about some happening. It is very interesting method to present action is to tell the story with an anecdote. It visualizes the story and grabs the attention of the reader.

Structure of News Story in Electronic Media

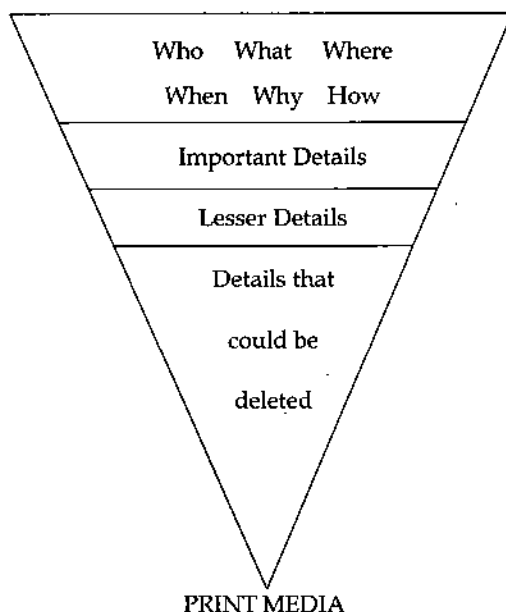
In Electronic Media, there are some important aspects should be followed unlike the print media. The language and style of the news bulletin are important in electronic medium to structure a news bulletin. The language should convey the thrill, excitement, the urgency and pathos of given happening.

While structuring a bulletin on the basis of reports gathered, the news writer examines the following elements:

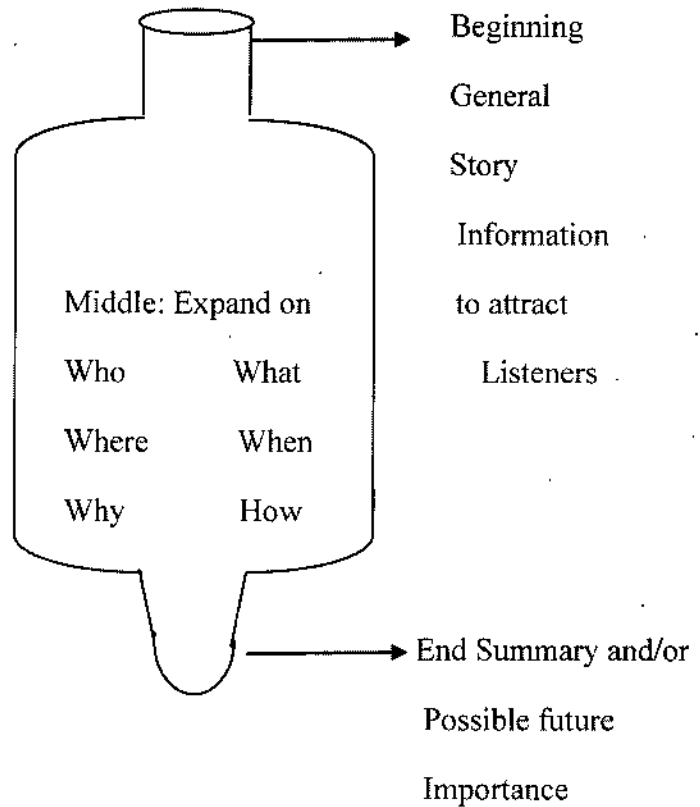
- ◆ Story Point
- ◆ Pictures
- ◆ Narration, referred to as voice-over or bites (the scene of action dubbed in the voice of the reporter)
- ◆ Handout materials such as Press releases
- ◆ Sound
- ◆ Time allotted

Unlike the print story, a TV news writer must follow a straight line giving his story a special order.

The Inverted Pyramid Style of Print media is to cover maximum information in the first sentence itself, but it is not suited to the electronic medium. The sentences of broadcasting media are much shorter. We will understand these aspects clearly through the following diagrams reconstructed on Hagerman's Theory.



NOTES



BROADCAST MEDIA

We can condense the formula for TV news story into the acronym WHAT

- W - What happened
- H - How did it happen
- A - Amplify the intro
- T - Tie up loose ends

Check your Progress

4. Write any one advantage of Inverted Pyramid Method.

.....

.....

5. What is the important aspect of news bulletin in the electronic medium?

.....

.....

2.4. Summary

In journalism, a source is a person, publication, or other record or document that gives timely information. Outside journalism, sources are sometimes known as "news sources". Examples of sources include official records, publications or broadcasts, officials in government or business, organizations or corpo-

rations, witnesses of crime, accidents or other events, and people involved with or affected by a news event or issue.

News gathering is the process of creating a story, from finding sources and facts to coming up with a story angle. Different types of news stories have different reporting processes. For example, news stories that are about a specific event that the public should know about need to be researched quickly. There is less honing in and crafting of a story idea. You get the facts, talk to the right people and write the story. "Soft" feature stories should take more time because you have more time to write them. Start with a story topic and then formulate it into a story idea, which depends on the angle, the information available about the topic and a time peg (why you are publishing it at that time as opposed to any other time). Generally, reporters have three different tools to gather information for a story.

Interviews not only provide a reporter with essential information, they also add life and voice to a story. In interviews we can gather information, pick up quotes, and set scenes - the basics we need to write a story. Tips for more effective interviews:

Each and Every news story can be divided in to three parts: Starting or beginning of the story, Centre part of the story and the finishing or end of the story. The beginning must be designed to grasp the attention of the reader to the news. It must show some assurance to the reader to give interesting and reliable information. The central part of the story is its detailed form. It should fulfill the assurance with more details.

Another important method of structuring the news story is Anecdote Method. By narrating the story with help of anecdote, that is, a true story about some happening. It is very interesting method to present action is to tell the story with an anecdote.

In Electronic Media, there are some important aspects should be followed unlike the print media. The language and style of the news bulletin are important in electronic medium to structure a news bulletin. The language should convey the thrill, excitement, the urgency and pathos of given happening.

2.5. Key Words

1. Hard sources

News given by diplomatic sources belongs to this category. Such sources said to be called as hard sources.

2. Weak sources

The news item is obtained from a general environment or local circle; its authenticity will become doubtful one.

3. Stringers

Stringers are correspondents who are not employed by the newspapers on a full-time basis.

4. Freelancers

Freelancers have more importance than stringers. They are self employed journalists; they sell their work to various newspapers.

5. Anecdote Method

By narrating the story with help of anecdote, that is, a true story about some happening.

2.6. Answers to Check Your Progress

1. The most important job of newspapers and newsmen are to collect news from all possible sources process it and give it to the public or society is called News gathering.
2. Hard and weak sources are the two types of News sources.
3. Special Correspondent of a newspaper is an important source of news. The duty of special correspondent is to get news items for the newspaper and to make it clear and meaningful to the reader.

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4. It gives all the vital information or gist of the news story to the readers, who are in hurry in the beginning itself.
5. The language and style of the news bulletin are important in electronic medium to structure a news bulletin. The language should convey the thrill, excitement, the urgency and pathos of given happening.

2.7. Terminal Questions

1. Describe the concept of News gathering.
2. Discuss why the aspect of News gathering is important.
3. Explain various ways to gather News stories.
4. Describe the basic structure of a News story.
5. Examine different styles and methods to structure a news story.

2.8. Further Readings

- | | |
|---|----------------------------|
| 1. Mass Communication | - Keval J.Kumar |
| 2. The News Paper - An international history | - Anthony smith |
| 3. Mass communication and journalism | - D.S.Mehta in India. |
| 4. Communication | - B.N.Ahuja & S.S. Chabbra |
| 5. History of Indian Press: Growth of News paper in India | - B.N.Ahuja |

UNIT - III

LEADS

Unit - III : Leads

STRUCTURE

- 3.0. Learning Objectives
- 3.1. Introduction
- 3.2. Leads
- 3.3. 5ws + 1h
- 3.4. Question Lead
- 3.5. Suspended Interest Lead
- 3.6. Staccato Lead
- 3.7. Quotation Lead
- 3.8. Summary
- 3.9. Key Words
- 3.10. Answers to Check Your Progress
- 3.11. Terminal Questions
- 3.12. Further Readings

3.0. Learning Objectives

After reading this unit, you will be able to

- ◆ Know what is meant by the term Lead
- ◆ Examine the types of Lead
- ◆ Understand the functions of lead in a news story

3.1. Introduction

Every news story has two parts - Lead and Body. They can be compared to a sharp iron spike atop a concrete pillar. The lead makes the point and body supports it. The lead contains all the basic things necessary to understand the news item. A busy reader may limit his reading to that lead alone. The speciality of the lead ensures that the reader will not lose anything of importance.

Reporters play an influential and sometimes decisive part in shaping the news. The reporter is a very important person. He may make the newspaper or mars it. Speed, clarity and accuracy are called the pillars of reporting. Reporters develop in them the ability and faculty to sense news and bring it out. The reporter should have some general education and a good knowledge of history, geography and current affairs. It is very important for the reporters to learn as many languages as possible. It helps them to cover conferences, political and social gatherings held everywhere in the country. A sound mind in a sound body is essential to a reporter.

3.2. Leads

The term "Lead" refers to the first paragraph of a news story. It normally consists of a single sentence. In the broadcast sense it may mean the whole story.

Lead is an introduction to the news story. It ends at the point when the subject is clearly established and the reader can know how it is going to develop. A lead of one news story exceeds to three paragraphs. Within this a skillful writer must have introduced all the salient features. The "lede" or "leed" to avoid confusion with the metal "lead", but it should be pronounced as "led".

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Lead and Body

Differentiating Lead and Body, we have quoted the famous opinion of Neal and Brown. Lead and Body can be compared to a sharp iron spike atop a concrete pillar. The lead makes the point, and the body supports it with solid, factual and concrete information.

Neal and Brown illustrate the difference between lead and body through a news story. The story is as follows. There was a fire accident in the kitchen of one John Berry. His wife put out the fire with baking soda. Nobody was injured.

The story will be presented with a Body and Lead thus:

Lead: a small grease fire was put out with baking soda today at the home of John Berry, New York. Nobody was injured.

Body: the fire began in the kitchen range where Mrs. Berry was frying potatoes. She quickly controlled it with soda. The fire was out before the fireman arrived, but they said a wall was out damaged by the burning grease.

From the above illustration we can understand the relationship between Lead and Body. Lead presents the subject and the body the outcome.

Methods of Presenting Lead

Lead is a reporter's way of telling a news story. The reporter is like a grocer. He can pack the items he sells in a transparent wrapper or packet. The buyer can see what he is going to buy. Sometimes he may like to conceal the contents. Then he may cover it with an opaque wrapper. Like the grocer, the reporter may also cover one of the above methods to tell his story.

The Transparent Method

The Transparent wrapper method is a direct way of telling a story. It conserves time and tells the reader everything they want to know. Nothing is left their creativity or imagination.

The Opaque Method

The Opaque method is usually preferred to present human interest and feature stories. The writer aspires to reveal facts before he instantly tells it. He may use an anecdote, questions, narrative, illustrations or some other techniques. Most often the writer holds the outcome until the end sentence.

Types of Leads

There are many ways of writing leads. Everyone, who reads newspapers, knows about the different ways of presenting stories. Here, there are some of the important ways of presenting leads.

Simple Lead

Simple lead involves a single event. It is normally much favoured by news editors for its clarity. This type of lead contains all the important items of a news article.

Complex Lead

Complex lead involves more than one incident. It is normally used when similar events are merged together in one story. It is normally long and sometimes confusing.

Historical Lead

This kind of lead usually draws some character or even in history or literature and in relation to an event or person in the news. It can be otherwise called as Literary or Allusion Lead.

Direct Address Lead

Through this lead, the writer can speak directly to the reader on an interesting subject or on one with a universal appeal.

Direct Quotation

When the lead is using a direct quotation it should be short and eye-catching.

Indirect Quotation

Instead of using the speaker's actual words, the reporter can say what the speaker said in his own words. Credit must be given to the speaker in the lead. Compared to direct quotation method more information can be given in the method of lead.

Descriptive Lead

This kind of lead tries to paint a word as a picture of an interesting person, place or thing. And it helps to create a mood for the story. It is also known as situation or picture lead.

Miscellaneous freak Lead

The miscellaneous freak lead has a novel approach in sentence structure and presentation, in order to catch the reader's attention.

Steps to Construct Lead

As Cartina Balmforth says, 'The story should sell itself in the first line which should be simple and punchy'. The beginning of a news story is always hard to handle. A number of news writers write out the whole story first and then give a "lead", suggesting that they draw the essences of the story and then frame it as the lead.

While writing a lead of a story, we have to give construction to our lead not exceeding 30 words. Opt for active verbs and strong nouns.

Six Steps to Construct Lead

- ◆ Recognize a news-worthy incident
- ◆ Grab the storyline and collect facts through research/interview/dialogue/documentary etc.
- ◆ Apply news judgment intuitions and writing skills. Remember, words are our tools and grammar the act of using our tools correctly.
- ◆ Determine the essential elements of information reports/press releases etc. Use the W's + H formula and organize the elements in order of importance.
- ◆ Write our lead with only the most important features.
- ◆ Cut out the unwanted details in order of diminishing importance.

Functions of Lead

The main function of the lead is to grasp the reader's attention to the story. It must make him to read the story. A lead controls the entire story. It paves the way and everything that follows it. It also gives the tone of the news story. The tone of a lead is very important in a news story. The tone may be light, hard, soft, serious, interesting etc, whatever it may be the tone of the lead decides the overall tone of the news story.

The lead may present some present some facts directly. Sometimes it may simply assure to present facts later in the story. A news writer does not have the right to getting the reader's attention from the very

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beginning. He must work hard to gather reader's attention by slow process. In this case, to sell their story is a difficult task. But it can be easily done and made their work half by a good lead.

Check your Progress

1. What does the term Lead refer to?

.....
.....

2. Name the two methods of presenting a Lead.

.....
.....

3. What is the main function of the Lead?

.....
.....

3.3. 5WS + 1H

I keep six honest serving men

(They taught me all I knew)

Their names are what and why and when

And how and where and who

- Rudyard Kipling

What the poet has given in the above quoted lines is a principle for every aspiring journalist to write their stories. On the surface they may appear simple but they summarize the quality of inquisitiveness that every journalist must preserve. They are known as the five W's (What, Why, When, Where and who) and one How.

What

Many readers pick up the newspaper to find out what is happening around them. They expect the reporter to provide the answer quickly. What happened or what is going to happen is the essence of reporting.

Sometimes the 'what' of a news story may not be something that actually happened. It may be what a section of people 'said' or 'idea'. It may be proposal or an expression of an opinion.

Reporters often pay too much attention to what people say than they do. A cynical reader learns to dismiss such reports as "mere words". But words, true or false, wise or foolish, are connected to deeds. They tell about the person who uttered them. Every journalist faces a problem in his profession - whether or report or ignore the words uttered by a politician. Neal and Brown points out certain occasions when words can be reported, they can be reported when:

- ◆ They add something new to a man's total knowledge.
- ◆ They come from an expert in the subject or a person with access to important facts.
- ◆ They come from a person of political or economic power capable of translating words into action.
- ◆ They express the opinion of a significant number of people.

Hence, news value of the words depends on who says them as on the words themselves.

Why

A news reporter should always ask "why"? The answer given to this question is significant for a reporter. "Why"? always calls for a personal judgment. It evaluates human motives and tries to determine the cause and effect relationship, or to predict consequences.

Motivation

'Why' requires people to explain their own motives. They may be correct or lying. They are unlikely to be objective.

Cause - Effect Relationship

Cause - Effect reasoning must be done carefully. Reporters must try to avoid over simplification (such as "poverty causes crime"). Many situations are created by complex causes. Simplifying them will do only harm than good.

Consequences

The consequences of an event, action or situation are also important. Again, oversimplification should be avoided. A complex situation will only create complex consequences.

When

All news stories are based on past actions. This is true even when the story is about a future event. Reporters do not know what is going to happen. Therefore they write most stories in the past tense. They act safe by putting the story in the past tense.

Newspapers over-use the expression 'today' with news stories to express time. Other conventional terms like 'yesterday', 'tomorrow', 'last year' etc., are used to denote time. When an event occurs within a week of publication, the day of the week is used with the news. If the time is more distant, we use the month and date.

Precise time and place have to be included in stories connected with future events. The reader may like to attend the function / meeting / conference and if the precise time is not mentioned in the report he will be able to participate in it.

Where

'Where' is often mentioned with time in a news report. 'Where' gives an air of completion to the story. It tells us under what circumstances the incident happened. At first action is mentioned and then the setting is established. Some American newspapers give the exact location. Sometimes, only the name of the city is mentioned.

Who

Identification

Every person mentioned in a news story must be identified clearly and adequately. At the minimum, this implies the first and last names, titles or occupations.

Identification means supplying enough factual information about a person to differentiate him from others. Proper names alone are useless to identify a person. His profession and the place he works must also be given.

Identification of women may pose special problems. Neal and Brown write that these problems will continue "as long as women change their names when they marry - and refuse to give their correct ages when arrested".

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Difficulties in Identification

In their haste to fix the identity of individuals, reporters often use labels such as 'salesman', 'banker', 'leader', 'economist' etc. the reporter must make sure that the label he uses is accurate.

Labeling can sometimes become libelous and invite court action. Labels like 'killer', 'thief', 'prostitute', 'traitor' can land the reporter in prison. This type of name - calling is bad journalism.

Another common danger is subjective evaluation by the reporter. Adjectives such as 'liberal', 'conservative', 'outspoken', 'modest', 'shy' and 'beautiful' are purely subjective and must be eliminated from the news copy.

Identifying Organizations and Concepts

Organizations must be identified with clarity in order that the reader understands them clearly. Mere proper nouns or the expansion of initials may not do. Reporters are often advised to find out the actual function and source of finance of the organization they want to write about. Such information is crucial to a proper understanding of the news story.

Attribution

When a reporter needs authenticity for the news he often attributes it to some authority. The primary reason for attribution is fair play. Readers feel justified in asking how the reporter came across particular information. The reporter gives credibility to the story by attributing it to a source with high credibility.

Reporters also use attribution to encourage their sources. A policeman or a minor official who sees his name printed in the paper will feel a sense of gratitude to the reporter and the latter can use it later on to his advantage.

Attribution is a somewhat risky thing for a beginner who is likely to attribute either too little or too much. Then again, he may bore the reader mechanically adding "he said" with every sentence. Specifically, what are the things to be attributed? Here is a list compiled by Neal and Brown:

1. All direct quotations
This leaves no doubt in the reader's minds.
2. All statements of opinion
3. Anything newsworthy that a public speaker or interviewer says.
4. Anything obtained from another periodical publication. Professional courtesy demands such attribution.

Reporters should not be under the impression that attribution will help them escape libel. It is no protection in a case. If a speaker commits slander (oral defamation) the newspaper commits libel (published defamation) if it quotes him. The speaker, the publisher and everyone who handles it are legally liable.

How

Describing the action clearly so that the readers can visualize it constitutes 'how'. In straight news stories this is not attempted at all. Reporters give their story sometimes irrelevant. It may require more words than the subject deserves, 'How' can be useful when it is objective, accurate and economical.

One golden rule that a journalist must keep in mind is that he should be specific in 'how much' and 'how many'.

Check your Progress

4. What are the 5 Ws and 1 Hs should one journalist possess?

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3.4. Question Lead

A question lead is when the first sentence of a news article is a question. Usually these are considered cliché, and often editors have writers answer the question they ask and use that in place of the question lead. This lead mostly fits with unusual or routine stories that need an unusual or informal tone as well as with those that deal with matters of universal interest.

Question leads engage your readers, and, done simply, start you off with a conversational tone. Readers will expect you to answer that question quickly, and get impatient if you don't, which will help you get to the point. They're the easiest kind of lead to write.

Questions leads have one drawback: they're addictive, especially when you feel punk. It's Monday, and you're got post-weekend blues, so you get yourself going with a question lead. On Tuesday, you're coming down with the flu, so you just slide in with a question lead. That night, your dog Stump dies, so you get through Wednesday with a question lead, and on Thursday... Question leads are so easy, they can become a crutch.

The best opening for our readers answers the question "What's this about?" right away. How do you figure that out? Ask and answer a question that strikes at the heart of the matter, like this:

What this about?

Well, is it patriotic to save money in a consumer-spending crisis?

Bingo.

Type the question as a draft lead, then answer it, then develop the topic. When we revise, delete the question and buff up the answer. And we'll have a terrific lead in record time.

Check your Progress

5. What is meant by Question Lead?

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3.5. Suspended Interest Lead

A suspended lead delays the climax, or the essence of the news, until the very end of the story. This type of lead will serve as a stimulator of interest. It gives the reader enough information to what his appetite and no more. After the lead, the story usually runs along in chronological form, so that the reader must read to the very end to get to the climax. Reporters use this lead chiefly for short bits, on the theory that if used on longer articles, readers would not bother to wade through paragraph after paragraph.

3.6. Staccato Lead

It is the lead, consists of short clipped words. Phrases and sentences were sometimes separated by dots or dashes. It is usually not in order and should not be used if the facts of the story do not justify it.

3.7. Quotation Lead

This is a lead where you start off the article with a quote that expresses the idea you want to get across well. In some newsrooms quote leads are banned because finding the perfect quote for an article is a

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very challenging task that most newspapers don't have the time for. Articles are written fast and frequently, and finding a good lead is essential and needs to sometimes be done very quickly. But if you have the time quote leads are very effective if done right.

These are leads use the first sentence of an article to answer one of the "w" questions in journalism, who, what, when, where and why. Another question is how, and question leads can use this too. Basically you use the lead to answer one question to make the reader wonder the answers to the rest.

When introducing a quotation, choose a verb that best reflects the author's attitude toward the material you have chosen to quote. The following is a list of alternatives to the word states:

adds	defends	maintains
argues	demonstrates	objects
aspires	derives	offers
assumes	differs	presents
believes	disagrees	reasons
calculates	disputes	remarks
challenges	establishes	shows
claims	exaggerates	specifies
compares	feels	stresses
concludes	illustrates	suggests
contends	introduces	questions
contrasts	justifies	

Checklist for Quoting

Using original wording from a source

Are the original words important? If not, paraphrase the quoted material. If only some parts of the quotation are important, consider quoting only those parts. Use ellipsis . . . three dots with a space between each - to represent words or phrases left out of quoted material. You do not need to use these at the beginning and end of your quotations since it is understood that you are taking it from a longer work.

Examples

Original: "Curley was white and shrunken by now, and his struggling had become weak. He stood crying, his fist lost in Lennie's paw."

With ellipsis: As Lennie continued to crush Curley's fist, he turned "white and shrunken . . .his fist lost in Lennie's paw."

- ◆ Does the quoted material help to make or support the point of the paragraph?
- ◆ Does the lead - in to the quotation indicate who is speaking? If the quotation includes a pronoun like "her" or "me" or "them," is it clear who is being referred to? Use square brackets [] to insert the references if it is needed.

Examples

Original: George said, "That mouse ain't fresh, Lennie: and besides, you've broken it pettin' it."

NOTES

Changed: Steinbeck foreshadows Lennie’s troubles early in the novel when

Lennie has “broken [the mouse] pettin’ it”

- ◆ Is there adequate commentary following the quoted material to establish its significance?
- ◆ Does the sentence incorporating the quotation read naturally? Instead of using the word “states” to introduce the quote, try using a variety of verb forms that reflect the author’s attitude. Use the words in the table above to add variety to your sentences.

Examples

Ineffective: Steinbeck describes Lennie in animal-like terms by saying,

“Lennie dabbled his paw in the water.”

Ineffective: “Lennie dabbled his big paw in the water” shows how Steinbeck describes Lennie in animal-like terms.

Effective: Like a big bear, “Lennie dabbled his paw in the water” (107).

- ◆ Is the quotation properly punctuated, with the period after the parenthetical citation?
- ◆ Is the quotation properly formatted, with a comma and quotation marks signaling the borrowed wording? Did you remember to put quotation marks at the end of your quote?
- ◆ Is the source for the quotation properly cited in the paper and also in the reference list if it is a research paper?
- ◆ Was the present tense used when describing actions, quoting from a literary work, or in making general statements about what research has revealed and contributed to our knowledge?

Examples

Margery asks Jack, “Don’t you love me anymore?” (12).

Students’ writing processes vary a great deal (Emig, 1971).

Paraphrasing

Putting borrowed ideas and information into your own words

Checklist for Paraphrasing

- ◆ Does the paraphrased information help to make or to support the point of the paragraph? Is the paraphrased information integrated into your paragraph?
- ◆ Does the paraphrase closely follow the original wording while substituting a word or phrase here or there? If so, you are guilty of plagiarism, even if you cite the source. A paraphrase should not borrow heavily from the original sentence structure or wording.
- ◆ Is the source properly cited in the paper and in the reference list?

Useful Lead-ins for paraphrase

according to...	contends that...	finds/found...	recognizes...
accounts for...	compares...	hypothesizes...	reports...
acknowledges...	correlates...with...	reveals...	admits...
criticizes...	insists...	sees...as...	affirms...
distinguishes...	interprets...	says...	analyzes...

NOTES

declares...	lists...	shows...	assumes...
defines...	locates...	states...	argues that...
agrees...	attempts to...	attributes...to...	believes...
challenges...	claims...	feels that...	questions...
clarifies...	describes...	maintains...	raises...
concludes that...	determined...	mentions...	relates...
confirms...	disagrees...	notes...	stresses...
considers...	discusses...	observes...	suggests...
extends...	doubts...	outlines...	supports...
explains...	emphasizes...	points out...	theorizes...
explores...	established...	proposes...	thinks...
evaluates...	fails to...	provides...	verified...
underscores...	views...	writes...	

3.8. Summary

Lead is an introduction to the news story. It ends at the point when the subject is clearly established and the reader can know how it is going to develop. A lead of one news story exceeds to three paragraphs. Within this a skillful writer must have introduced all the salient features. The "lede" or "leed" to avoid confusion with the metal "lead", but it should be pronounced as "led".

Lead is a reporter's way of telling a news story. The reporter is like a grocer. He can pack the items he sells in a transparent wrapper or packet. The buyer can see what he is going to buy. Sometimes he may like to conceal the contents. Then he may cover it with an opaque wrapper. Like the grocer, the reporter may also cover one of the above methods to tell his story.

3.9. Key Words

- 1. Complex Lead :** Complex lead involves more than one incident. It is normally used when similar events are merged together in one story. It is normally long and sometimes confusing.
- 2. Historical Lead :** This kind of lead usually draws some character or even in history or literature and in relation to an event or person in the news. It can be otherwise called as Literary or Allusion Lead.
- 3. Direct Address Lead :** Through this lead, the writer can speak directly to the reader on an interesting subject or on one with a universal appeal.
- 4. Direct Quotation :** When the lead is using a direct quotation it should be short and eye-catching.
- 5. Descriptive Lead :** This kind of lead tries to paint a word as a picture of an interesting person, place or thing. And it helps to create a mood for the story. It is also known as situation or picture lead.

3.10. Answers to Check Your Progress

1. The term "Lead" refers to the first paragraph of a news story. It normally consists of a single sentence. In the broadcast sense it may mean the whole story.
2. Transparent and Opaque method are the two types of presenting the Lead.

3. The main function of the lead is to grasp the reader's attention to the story. It must make him to read the story. A lead controls the entire story. It paves the way and everything that follows it. It also gives the tone of the news story.
4. On the surface they may appear simple but they summarize the quality of inquisitiveness that every journalist must preserve. They are known as the five W's (What, Why, When, Where and who) and one How.
5. A question lead is when the first sentence of a news article is a question. Usually these are considered cliché, and often editors have writers answer the question they ask and use that in place of the question lead.

NOTES**3.11. Terminal Questions**

1. Describe the types of leads with proper definition.
2. Write short note on the uses of leads.
3. Write down the steps to construct a good lead.
4. Describe the methods to present a lead.
1. Write an essay on Lead and its functions.
2. Examine the traits and important qualifications of a reporter.
3. Explain the different types of leads.

3.12. Further Readings

1. Mass Communication; Keval J.Kumar
2. The News Paper - An international history; Anthony smith
3. Mass communication and journalism; D.S.Mehta in India.
4. Communication; B.N.Ahuja & S.S. Chhabra
5. History of Indian Press: Growth of News paper in India; B.N.Ahuja

UNIT - IV
BEAT REPORTING

Unit - IV : Beat Reporting

STRUCTURE

- 4.0. Learning Objectives
- 4.1. Introduction
- 4.2. Beat Reporting
- 4.3. Concept of Beat
- 4.4. Kinds of Beat Report
- 4.5. Summary
- 4.6. Key Words
- 4.7. Answers to Check Your Progress
- 4.8. Terminal Questions
- 4.9. Further Readings

4.0. Learning Objectives

After reading this unit, you will be able to

- ◆ Describe the term beat reporting
- ◆ Understand the concept of beat
- ◆ Discuss the characteristics and features of Beat Reporting
- ◆ Explain the kinds of beat report

4.1. Introduction

Reporters are expected to develop and cultivate sources, especially if they regularly cover a specific topic, known as a "beat". Beat reporters must, however, be cautious of becoming too close to their sources. Reporters often, but not always, give greater leeway to sources with little experience. For example, sometimes a person will say they don't want to talk, and then proceed to talk; if that person is not a public figure, reporters are less likely to use that information. Journalists are also encouraged to be skeptical without being cynical. As a rule of thumb, but especially when reporting on controversy, reporters are expected to use multiple sources.

4.2. Beat Reporting

Beat reporting, also known as specialized reporting, is a genre of journalism that can be described as the craft of in-depth reporting on a particular issue, sector, organization or institution over time. Beat reporters build up a base of knowledge on and gain familiarity with the topic, allowing them to provide insight and commentary in addition to reporting straight facts. This distinguishes them from other journalists who might cover similar stories from time to time.

Beat reporting takes courage, discipline and judgment, knowing which story has to be written today and which can be put off. It requires teamwork with an editor and other reporters. Working quickly: getting to sources and obtaining information and then writing on deadline stories that give the news and why it matters. Not getting into a rut.

Some reporters take a limited view of their beat. The city hall reporter haunts the corridors of power but rarely visits the neighborhoods where the decisions take effect. The police reporter shoots the bull with the desk sergeant but spends little time talking with victims or suspects. Beat reporters get comfortable with their sources, the jargon and the process, forgetting who they're working for.

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The best beat reporters are well-organized determined, with a clear sense of mission and a wide range of sources. They are constantly reading about the beat and striving to learn new things. They are well-versed in the language, issues and events that matter. They are judged by the breadth of their knowledge and their success at communicating the important stories on their beats.

Probably the hardest part of being a beat reporter is staying on top of things and dealing with sources you have to return to every day even if we've written a story they don't like. Unlike other journalists, beat reporters every day face the challenge of encountering sources who may not be pleased with their reporting. That experience, although sometimes painful, helps instill the quality of persistence that defines good reporters.

Beat reporting, as it is commonly known is usually fairly specific to one genre e.g; politics, education or a sport. Depending on the size of a news organization or publication, beat reporting can involve covering various topics, including your specified field of reporting. In some cases beat reporting requires more of us. For example, say we were a specialized reporter tasked with covering the House of Commons, what do we do when the house goes on break? We don't sit back in my recliner and twiddle my thumbs, we cover a politician's riding or perhaps we cover how politics affects education or the military, it all depends on how many other journalists we have to work with and what our editor wants us to cover.

Beat reporting is all about covering our field, which includes meeting people, developing professional connections with persons in our field of interest and getting recognized by the people we are covering. Although beat reporters are usually students or masters of a certain field of interest, being a generalist is strongly urged by beat reporters themselves. Keeping our options open is never a bad idea, just ask a specialized reporter ourselves. Perhaps covering politics could lead to covering something else or it could even lead to an entirely different job within journalism.

Beat reporters can work in online, radio, print and television, or all four. Technology is hugely important to beat reporting, something seemingly unimportant and meaningless to some folks, e.g; Twitter, Facebook can be a tool that helps you thrive and make new connections.

Check your Progress

- 1. Define Beat Reporting.

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- 2. Write about Beat reporters.

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4.3. Concept of Beat Reporting

In newspaper parlance a beat is the subject area that a reporter is assigned to cover. "Beat reporters" can cover everything from local crime to a specific sports team. (Hence the term "working a beat.")

Beat reporters are expected to develop sources, i.e. people who have information about their subject matter, so they can better gather news and find scoops. Sources for a reporter on a crime beat would be local cops. By talking to the local cops and developing a rapport with them, the beat reporter can more easily get information about crimes happening in the neighborhood.

Examples:

Joe works the crime beat at his local newspaper.

Beat reporting is the craft of reporting on an issue or particular sector, organization or institution over time. Its is also known as specialized reporting. Beat reporters build up a base of knowledge on and gain familiarity with the topic, allowing them to provide insight and commentary in addition to reporting straight facts.

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How strong is their innovation management?

Will they be able to earn money on their innovations? These questions calls for investigation and analysis of the links between technology trends, R&D policies, immaterial property rights, investments, technical standards, industrial production processes, marketing of new technologies, business models, politics, and more If reporters are to offer a well-founded opinion about whether or not a society or company is heading towards growth, they need a thorough understanding of both technology and business matters. A piece of good technology with bad business management is a guaranteed failure. A piece of bad technology with talented business management may create false expectations, where many investors inevitably will lose their money.

Decisions by lawmakers can strengthen or weaken various crucial parts of the innovation system that transforms an idea into a revenue-generating product. Thus, innovation journalists need to understand the markets and become well informed about the leading interests, their relations to each other, and their agendas. This is the basis of the argument that innovation journalists may have a niche and an arena for a new professional community that could also become a new school of journalism.

If the concept is viable, it might better equip reporters to contribute with dialogue and criticism that inspires companies and lawmakers towards sustainable growth, and scrutiny that inspires the public and investors to raise well founded questions.

Check your Progress

3. Define the term Beat.

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4.4. Kinds of Beat Report

Beat reporting is the craft of reporting on an issue or particular sector, organization or institution over time. Beat reporters build up a base of knowledge on and gain familiarity with the sector, allowing them to provide insight and commentary in addition to reporting straight facts. This distinguishes them from other journalists who might cover similar stories from time to time. A news beat is an institutional or issue area that generates enough news and reader interest to make it worthwhile for a newspaper to assign a reporter to cover it on a regular basis. Traditional beats are government agencies, such as the police department, courts, schools, and city hall. Certain issue areas such as health, business, and environment are also regular beats on most newspapers. Beats could also be imagined quite differently. For example, if they chose to do it, newspapers could assign reporters to explore and write regularly about, say, childhood, work, ethics, psychology, or any other area or fields that might help readers understand the world they live in. What makes a beat a good beat for both writer and reader is variation in levels of analysis. That is, a good beat has stories that can be told with lots of concrete detail but also with broad themes that speak to abstract issues and ideas. Beats are places (literally or figuratively) where ideas flourish as well as where events happen. A good beat reporter always operates at both the micro level and the macro level of analysis. To paraphrase the old 1960s slogan, you have to think globally, report locally.

Health reporting

Health reporter usually informs the public about major epidemics, diseases and their cures, new medical discoveries, medical irregularities, etc. they are either specialized in their field of medical or take the assistance of doctors, medical practitioner, etc. the common man cannot understand most of the medical terms so it is the duty of the health reporter to explain these terms and present the report which is easily understood by the common man.

Every change of season witness some major breakouts of epidemics and thus the people must be informed about these diseases and the necessary measures to be taken to avoid the occurrence of these diseases. The health reporter in no way should frighten the common man but present remedies and cures for the diseases. Crosschecking is extremely necessary if the reporter is not specialized in the

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medical field. Therefore, most of the newspaper relies of medical practitioner, doctors, scientist, and others to present the articles or features for the newspaper. The health reporter is supposed to cover researches, developments in the field of medicine and pharmaceuticals and new experiments in medicine and medical surgery. He collects this information from different departments of medical fraternity.

Many well- known health and medical science reporters writing in a few major newspapers have become the primary source for secondary pick- ups by many radio, newspaper, and television reporters. Thus, a small handful of powerful, skilled writers wield an enormous amount of influence in this field. These days, most of the health reporting also covers fitness tips given out by experts in the field of yoga, acupuncture, meditation, and others.

The public is poorly served by the coverage of medical science in the general press. Scientists and physicians blame the press, claiming that journalists are careless in their reporting, subject to competitive pressures, and ignorant of the scientific process. Journalists accuse the medical community of limiting access to information and erecting barriers to the public dissemination of medical research. In many areas of health news reporting, the underlying problem is an interactive dynamic that involves scientists and journalists. Both parties share the responsibility for accurate communication to the public.

Health Reporters usually deliver medical news as if they are reporting on a hostage crisis. Information is delivered rapidly, but little time is taken to provide a context for the story. Instead, the reporting is sensationalized: The journalist overstates a scientific finding and, as a result, the public is misled about the implications of that finding. This sort of reporting has its roots in newsroom pressures to dramatize stories by sounding alarms.

To avoid inaccurate stories, health reporters need to examine the credibility and biases of scientific sources. Such examination is often not done, however, possibly because reporters are misled when the public relations efforts of scientists, institutions. The major sources for a health reporter are the doctors or medical officers.

A journalist's audience should be told explicitly whether the journalist's source of information could benefit financially from the media attention or whether the source is funded or employed by an institution that will benefit. However, such conflicts of interest are often not apparent to reporters or their audiences.

The public is generally unaware of the scientific process and is therefore likely to give more importance to awareness and full details of diseases and remedies by a renowned medical practitioner. This follow-up should be done, because journalists themselves may not completely know the complete medical process works. Certain medical terms are likely to be misinterpreted and thus it is the duty of the health reporter to clarify such doubts. The health science community should promote contact with the media when confirmatory or no confirmatory studies emerge in an area that has already received attention from the press. General assignment reporters typically wrote medical news stories and Reporters who specifically cover medicines are now commonly found at many major news organizations. Thus, those who understand the complexities of newsworthy issues in medicine and public health should Examining the media's coverage of medicine seems to show that medical news reporting is less than ideal. Medical scientists and journalists share the responsibility for this problem. Thus, the medical science community can encourage accurate medical reporting and reporters will also have to take active measures to improve the situation.

Health Reporters should be able to assume that press releases are accurate, findings are not overstated, and conflicts of interest are acknowledged. The health reporter should deal with failures to be accurate, to identify vested interests, to follow up on stories, and to cover important health issues as the patients are the ones who stand to suffer the most. The health reporter must remember that it is the public that ultimately benefits from medical scientists' contributions to improved media coverage.

Civic Reporting

Newspapers have traditionally been the most community oriented of mass media. Newspapers have been given a good deal of credit for building the democratic community life cities and towns. These days, however, the media and their audiences have been so thoroughly fragmented that the newspaper seems on the verge of becoming just another specialized commercial product for a niche market.

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Together, the people and the journalists work on efforts to fight attempts to weaken the civil justice system, to protect the rights of all to the right to trial by jury, and to force government and businesses to make human health and safety the top priority.

Public Citizen is very interested to report the news reporters for information in a variety of cases: products liability, medical malpractice, cases involving children, cases involving drugs or medical devices for women, cases where punitive damages were awarded, cases where defendants withheld documents or engaged in other types of abuse or misconduct, and cases where discovery documents or testimony revealed a company decision to risk foreseeable injuries or deaths in order to save money or increase profits.

Reporters around the country are increasingly turning to civic journalism to find better stories and report them in ways that re-establish a bond with readers, viewers and listeners. They do so to:

- ◆ Tackle tough issues.
- ◆ Discover new local stories.
- ◆ Interact with readers and viewers in new ways.
- ◆ Use the web to improve reporting.

Mostly two or three junior reporters, supervised by a senior one is appointed to cover local news, administration problems and important judgments of the district courts. A senior reporter assigns the coverage among the junior reporters who actually go into the field and bring news of local interest. There may be a fire or theft or important crime to report like a murder or dacoity. Then there may be court proceedings of a sensational nature wherein important crime cases are heard and adjudged upon. These reporters are called district reporters. Each reporter has an area assigned to him, which may include one or more large towns with the addition of smaller towns and larger villages. In some cases, a district office is established in prominent towns to enable the reporters to cover the ground with a senior reporter in charge. The senior man also acts as the manager of the office, who keeps the accounts and is responsible for the advertisement and other revenue, which is received.

The Civic reporters have considerable responsibility as an important link in the chain of news collection of interest to the newspaper. The senior as well as the junior reporters keep their respective diary of engagements and see that nothing is missed which may give the lead to other newspapers. If the locality or the town is large and a populous one, the reporter may find himself, with a full diary of routine engagements every day.

The civic reporter needs to be active men who have the opportunity of making a wide circle of friends. They develop influence in the local administration and can dig their news ahead of other contemporaries representing other newspapers. One important qualification of a local or civic reporter is knowledge of law so that he does not commit any errors leading to libel. He must be above board and not have extreme likes and dislikes of individuals, businessmen or influential personalities in the area.

The telephone is a very important means of receiving and collecting information about any event-taking place in the area. A civic reporter has his link with police officers and corporation administrators who inform him of anything important taking place around. However, it is not advisable to simply depend on one or the other individual source for making the story.

Immediately on receiving the hint of an important event, the civic reporter is supposed to either rush himself or send his juniors, depending on the importance of the news, to cover it. If necessary, a photographer may also be taken along although many newspapers prefer junior reporters to know as to how to handle the camera and have working knowledge of photography. In the case of important news, even movie cameras are sometimes maintained by newspapers to obtain TV films for supply to the TV Organizations on specific charges.

Political Reporting

Political reporters in a democracy have one central mission: to provide citizens with the information they need to make an informed choice between the candidates for elective office. To do that, journalists need to examine the candidates' backgrounds and qualifications, their positions on the key issues, and

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what the candidates are saying in campaign appearances and advertising. Reporters who cover politics look at the candidates' supporters, too, since their interests can often shed light on what a politician will do if elected.

A political reporter should have intelligence, instinctive perception of ground realities, good judgment of people and a strong historic sense. Since politics is the main focus of newspapers, too many new entrances would like to be political reporters hoping that it would be a ladder to the coveted office of the editor.

But the fact remains that there is a dearth of good political reporting in India who have the skills to report insight, and do reporting that captures in flesh and blood of the players in the political field. A skilled political reporter is able to expose then asked ambitions of political leaders and the hypocrisy of political parties.

Politics is the game for power, a game for supremacy and ironically this game is played in the name of the people for evoking national greatness. The majority of politicians in India have acquired office because they were misfits everywhere else and are driven by a desire to make up for their past failures and frustrations.

Thus, the sad thing about Indian democracy is that it is these politicians who guide the destiny of some 900 million people. Bereft of ideas, intelligence and character, they exploit caste, religion and language to stay in power and the country slip from crisis to crisis.

Therefore, it is the duty of the political reporter to never glorify a minister or a politician but truthfully present their achievements and failures. Programmes of political parties should be critically evaluated and the flaws commented upon, so that the people are not carried away by their patriotic portrayal. The performance of government needs constant review and herein is the wisdom and maturity of the political reporter set on a national spectacle.

A lot of things are happening behind the scene in politics. Diplomacy, lobbying, image-building and hatching conspiracies are only few of them. Nothing much is visible to the outside world but the tip of an iceberg. The real challenge of political reporting is in unmasking these happenings in the political world. Connections and inside sources are the strengths of a politics reporter. Party conferences, campaigns and rallies and press conferences are normal reporting events. But to add news value to these the reporter should have 'inside' information or exclusive stories. The best selling newspapers in any country are those with a strong political bureau satisfying the political curiosity of the readers.

Inadequate political coverage usually judged by the quality of reporting, brings down the circulation of a newspaper. The honest and well-meaning politician deserves the support of the reporter and the people's support. One of the basic duties of political reporting is to bring to national focus such deserving leaders and to warn the nation against criminals in political garment.

The political reporter must have a sound knowledge of history and the ability to see the chain of events before it happened and the wisdom to translate the thoughts into memorable words.

Culture Reporting

The term "The Culture Beat" refers to the way a newspaper will assign reporters to cover various sites where news originates-city hall, the police reports, sports, entertainment, local, etc.

Culture reporting is characterized by its punchy style, rough language, and ostensible disregard for conventional journalistic writing forms and customs. The reporter attempts to present a multi-disciplinary perspective on a particular story, drawing from popular culture, sports, and political, philosophical and literary sources. It is styled eclectic or untraditional. Culture reporting remains a feature of popular magazines. It has a good deal of entertainment value.

Culture reporting also focuses on the personal lives of people, primarily celebrities, including movie and stage actors, musical artists, models and photographers, other notable people in the entertainment industry, as well as people who seek attention, such as politicians, and people thrust into the attention of the public, such as people who do something newsworthy.

Culture reporting today is the province of newspaper gossip columnists and gossip magazines and has become the focus of national tabloid newspapers like the National Enquirer, magazines like People and

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Us Weekly, syndicated television shows like Entertainment Tonight, Inside Edition, The Insider, Access Hollywood, and Extra, cable networks like E!, and numerous other television productions.

It differs from feature writing in that it focuses on people who are either already famous or are especially attractive, and in that it often covers celebrities obsessively, to the point of these journalists behaving unethically in order to provide coverage. Paparazzi, photographers who would follow celebrities incessantly to obtain potentially embarrassing photographs, have come to characterize celebrity journalism. It is the most common kind of reporting where reporters are placed at the most strategic news-breaking points like hospitals, courtrooms, police headquarters, airports, railway stations, universities, government and corporate offices and health and recreation centers. Unlike editorial writing, the culture reporting is impersonal.

A culture reporter should essentially be an honest storyteller, who should rise above his prejudices and subjectivity. He should be fair and impartial and present in all aspects of the story. Complete objectivity may be required as the primary job of a reporter in any beat is to tell the truth.

Civil Administration Reporting

The government establishes the civil administration and the area concerned are the local, municipal, social and national levels of the society. Civil administration reporting will thus carry news stories relating to all these sections of a country. Civil administration of a country exercise certain authority normally in the function of the local government; or hostile territory. It exercises executive, legislative, and judicial authority. Civil administration reporters thus have to work with civil authorities and civilian populations in the area of operations.

Civil administration reporters are the specialists who can quickly and systematically identify critical requirements needed by local citizens in bad situations. They can also locate civil resources to support help operations, help support national assistance activities. The reporters report on the plan to establish and maintain liaison or dialogue with civilians and private organizations.

The civil administration reporters provide a prime source of nation-building skills. Their prime focus of reporting is in the fields of public administration, public safety, public health, legal systems, labor management, public welfare, public finance, public education, civil defense, public works and utilities, public communications, public transportation, logistics, food and agricultural services, economics, property control, cultural affairs, civil information, and managing dislocated persons.

One of the main components of civil administration is the police who are appointed with the duties to keep a check on the society. Reporting police news is difficult and potentially dangerous. But if reporters and editors are properly prepared and sufficiently cautious, mistakes will be held to a minimum. Police news tells us about ourselves, and how we handle police news tells us something about our journalistic ability. Ideally, police news is used to inform the public, not to aid directly in conviction. Keeping this perspective is important in handling police news effectively.

Police reporters need to know exactly how crimes are defined in the community they cover. In the United States, for example, a "burglary" and a "robbery" are not the same thing. Burglary involves breaking into a building to commit a crime. Robbery is stealing money or property by force. Developing a glossary of essential terms can prevent embarrassing mistakes. A police press release may provide the basic facts about a crime, but good reporters dig deeper. They go to the scene to look for details and to talk with neighbors or eyewitnesses, whenever possible.

The coverage of civil disorder imposed major responsibilities on the reporters. On the one hand, they must expose themselves to danger if necessary to determine the magnitude of any street incident. But whatever they do, they must always be conscious that careless reporting or the provocative appearance of still or television cameras can cause untold harm in a tense situation, particularly in the crowded inner cores of many cities and towns.

Education Reporting

As Education, is the organized teaching and training of students, the reporter's job will revolve around these areas. Education is a body of theoretical and applied research relating to teaching and learning. Thus, the reporter has to focus on these both areas of education. The education reporter works in differ-

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ent areas or disciplines such as psychology, philosophy, computer science, linguistics, neuroscience, sociology and anthropology.

The education reporter focus on the education systems as these can be used to promote doctrines or ideals as well as knowledge, and this can lead to abuse of the system. These days, the education reporters focus on adult education as they have become widespread in many countries. However, education is still seen by many as something aimed at children, and adult education is often branded as adult learning or lifelong learning.

Adult education takes on many forms, from formal class-based learning to self-directed learning. Lending libraries provide inexpensive informal access to books and other self-instructional materials. Many adults have also taken advantage of the rise in computer ownership and internet access to further their informal education.

The reporter has to report about the Education reforms. Educational reforms are plans, programs, or movements which attempts to bring about a systematic change in educational theory or practice across a community or society. As the public attention focuses on standards based education reform in response to the high expense and poor outcomes of education, it is the duty of the reporter to bring forth such information.

The teaching method must be teachable! Many educators now believe that anything that more precisely meets the needs of the child will work better.

Programs that test individual learning, and teach to mastery of a subject have been proven to be far more effective than group instruction with compromise schedules.

Philosophers identify independent, logical reasoning as a precondition to most western science, engineering, economic and political theory. Therefore, every educational program that desires to improve students' outcomes in political, health and economic behavior should include a Socratic ally-taught set of classes to technologic and critical thinking. Substantial resources and time can be saved by permitting students to test out of classes. This also increases motivation, directs individual study, and reduces boredom and disciplinary problems.

To support inexpensive continuing education a community needs a free public library. It can start modestly as shelves in an attended shop or government building, with donated books. New programs based on modern learning theories should be quantitatively investigated for effectiveness.

The education reporter has to report education plans, durations, costs, and scholarships of various educational programs started by national and international universities. Thus much research with educationists, institutions and expertise is required to prepare the report. As always, crosschecking of facts is important. Also, the education reporter has to present counseling help to the students as they often get confused because today we have so many options available in the education and vocational fields.

Thus, the education reporter must be aware with different departments of education, have good contacts with colleges and universities and get an insight into the psyche of the students' about their preferences and choices. These reporters shave to regularly attend functions like convocations, academic events of colleges and universities to know the progress and the launch of new educational programs.

Check your Progress

4. How the beat reporter should be?

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5. What is meant by Health reporting?

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4.5. Summary

Beat reporting takes courage, discipline and judgment, knowing which story has to be written today and which can be put off. It requires teamwork with an editor and other reporters. Working quickly: getting to sources and obtaining information and then writing on deadline stories that give the news and why it matters. Not getting into a rut.

Some reporters take a limited view of their beat. The city hall reporter haunts the corridors of power but rarely visits the neighborhoods where the decisions take effect. The police reporter shoots the bull with the desk sergeant but spends little time talking with victims or suspects. Beat reporters get comfortable with their sources, the jargon and the process, forgetting who they're working for.

4.6. Key Words

1. Beat

Reporters are expected to develop and cultivate sources, especially if they regularly cover a specific topic, known as a "beat".

2. Innovation Journalism

"Innovation Journalism" is the intuitive name for journalism covering innovation.

3. Beat Reporting

Beat reporting is the craft of reporting on an issue or particular sector, organization or institution over time.

4. Culture Beat

"The Culture Beat" refers to the way a newspaper will assign reporters to cover various sites where news originates-city hall, the police reports, sports, entertainment, local, etc.

5. Adult Education

Adult education takes on many forms, from formal class-based learning to self-directed learning.

4.7. Answers to Check Your Progress

1. Beat reporting, also known as specialized reporting, is a genre of journalism that can be described as the craft of in-depth reporting on a particular issue, sector, organization or institution over time.
2. Beat reporters build up a base of knowledge on and gain familiarity with the topic, allowing them to provide insight and commentary in addition to reporting straight facts.
3. A programme has been designed to develop the concept and test the possibilities for Innovation Journalism as a journalistic discipline, a new reporting "beat".
4. A good beat reporter always operates at both the micro level and the macro level of analysis. To paraphrase the old 1960s slogan, you have to think globally, report locally.
5. Health reporter usually informs the public about major epidemics, diseases and their cures, new medical discoveries, medical irregularities, etc. they are either specialized in their field of medical or take the assistance of doctors, medical practitioner, etc.

4.8. Terminal Questions

1. Describe the term beat reporting.
2. Discuss the concept of beat.
3. Discuss the characteristics and features of Beat Reporting.
4. Explain the kinds of beat report.

NOTES

5. Discuss Education Reporting and Civil Administration Reporting.

4.9. Further Readings

1. Mass Communication; Keval J.Kumar
2. The News Paper - An international history; Anthony smith
3. Mass communication and journalism; D.S.Mehta in India.
4. Communication; B.N.Ahuja & S.S. Chabbra
5. History of Indian Press: Growth of News paper in India; B.N.Ahuja

UNIT - V

CATEGORIES OF REPORT

UNIT - V : Categories of Report

STRUCTURE

- 5.0. Learning Objectives
- 5.1. Introduction
- 5.2. Categories of Reports
- 5.3. City Reports
- 5.4. Special Correspondent
- 5.5. Foreign Correspondent
- 5.6. Stringer
- 5.7. Sports Reports
- 5.8. Crime, Accidents and Disasters Reports
- 5.9. Legislature and Court Proceedings
- 5.10. Follow-Up Story
- 5.11. Summary
- 5.12. Key Words
- 5.13. Answers to Check Your Progress
- 5.14. Terminal Questions
- 5.15. Further Readings

5.0. Learning Objectives

After reading this unit, you will be able to

- ◆ Understand the City reports
- ◆ Describe the term Special correspondent
- ◆ Describe the term Foreign correspondent
- ◆ Know the term Stringer
- ◆ Explain the features of Sports reports
- ◆ Discuss the importance of Crime, accidents & disasters reports
- ◆ Examine the features of Legislature & court proceedings
- ◆ Understand the term Follow-up story

5.1. Introduction

The most important job of newspapers and newsmen are to collect news from all possible sources process it and give it to the public or society. Newspapers collect news through various sources such as fulltime and part-time reporters and correspondents. Large scale or big newspapers maintain their own national and international correspondents.

News sources are normally classified in to two categories - Hard and Weak sources. Some news items may come straight from the concerned person or place. For example, a statement from the Head of the state, Prime minister, Parliament and even from State Legislatures is considered to be hard news. Because, its truthfulness and authenticity cannot be questioned, official press releases and handouts by "spokesman" are also equally dependable and come under this category. News given by diplomatic sources belongs to this category. Such sources said to be called as hard sources.

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5.2. Categories of Reports

Reporting is the art of collecting and gathering the news stories from various sources. Sources of information can be people, letters, books, files, films, tapes - in fact, anything which journalists use to put news stories together. Sources are very important if you want to report on events or issues and explain the world to your audience. Journalists try to work as much as possible from their own observations, but this is often not possible. Some events or issues are finished before the journalist gets there. Others are like plants which only show their stem and leaves above the ground - the all-important roots are hidden from sight. Journalists who only report what they see can miss much of the news unless they have sources to tell them of more details or other aspects which are out of sight.

Reporting may be classified and categorized under various categories such as political, sports, national, city, international, crime, court, development, human interest and weather reporting etc.

Check your Progress

- 1. What is meant by sources of information?

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- 2. Mention some of the categories of reporting.

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5.3. City Reports

Reports containing the events, incidents, accidents, disasters, political happenings, functions, orientation programmes, conducted by the celebrities in around the city, which were telecasted or printed in a newspaper or TV channels are called City reporting.

In a newspaper, the local correspondent is an important connection with the area where it is published. He knows the environment intimately. He is an expert in the happenings of that locality and the newspaper gives much importance to his views. There is no regular routine for him and sometimes he may work on some important or special assignments.

Check your Progress

- 3. Write a note on Local correspondent.

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5.4. Special Correspondent

Special Correspondent of a newspaper is an important source of news. The duty of special correspondent is to get news items for the newspaper and to make it clear and meaningful to the reader. Once James Gordon Bennett described a special correspondent should be "half diplomat and half detective".

The special correspondent is well known better to the reader than the editor of a newspaper, because, it is his name that appears as a by-line under the lead story on the front page. However, the life of a special correspondent is not an easy one. He has to come up through the hard path, by reporting the police and courts etc. he has to deal with lot of people, who are of different and various backgrounds, tastes and he has to adjust the likes and dislikes of these various groups is itself a difficult task for anybody.

Moreover, a special correspondent must bear in his mind that news is not what the minister or anybody tells him. He must look at the emerging situation and it is his duty to reveal the reader the meaning of facts. The special and needed qualities of the special correspondent are as follows:

- ◆ Vast and varied contacts with official sources
- ◆ Ability to keep their confidence
- ◆ A flexibility of mind for research
- ◆ The ability to encourage others to speak
- ◆ The ability to acquaint with different types of people
- ◆ Physical stamina and mental courage
- ◆ Creativity and a simple, sparking style.

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Check your Progress

4. Who is a special correspondent of a newspaper?

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5.5. Foreign Correspondent

A correspondent or on-the-scene reporter is a journalist or commentator, magazines or more general speaking, an agent who contributes reports to a newspaper, or radio or television news, or another type of company, from a remote, often distant, location. A foreign correspondent is stationed in a foreign country. The term correspondent refers to the original practice of filing news reports via postal letter. The largest networks of correspondents belong to ARD (Germany) and BBC (UK).

A correspondent generally includes some of his/her own perspective on the news. For example, a correspondent is expected to provide considerable context to the events being chronicled. A reporter, on the other hand, offers largely fact-based reporting.

In Britain the term 'correspondent' usually refers to someone with a specific specialist area, such as health correspondent. A 'reporter' is usually someone without such expertise who is allocated stories by the news desk on any story in the news.

Check your Progress

5. Write a note on Foreign correspondent.

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5.6. Stringer

Stringers are correspondents who are not employed by the newspapers on a full-time basis. Their pay depends on the quantity of published copy they produce. Stringers include students, managers, housewives, teachers or employees working in some departments. Stringers may 'string' or work for more than one newspaper.

5.7. Sports Reports

Sports journalism is a form of writing that reports on sporting topics and games. While the sports department within some newspapers has been mockingly called the toy department, because sports journalists do not concern themselves with the 'serious' topics covered by the news desk, sports coverage has grown in importance as sport has grown in wealth, power and influence.

Sports reporting isn't as easy as being a fan of sports. There are advantages to understanding a particular sport, but ultimately a sports reporter needs to find the storyline and write the story in a way that brings the reader to the event.

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Sports reporters are journalists who write about sports. They are expected to understand and speak the idiom but write so those who don't can still feel they are in the midst of the action. Fans and editors expect them to know the rules of the game and the rules of journalism and be able to meld the two into colorful, action-packed game stories, picturesque profiles, informative features and thoughtful analysis in any medium.

Sports journalism, once dismissed as the 'toyshop' editorial department, has grown in importance as sport has become bigger and bigger business, generating billions in revenue to those who own teams, franchises, tournaments and organizations. Millions consume their newspapers from back to front and the audience for Britain's only 24 sports news channel more than eclipses news rivals.

Sports journalism is changing - the proliferation of dedicated TV channels, websites, radio stations, niche publications and, of course, newspapers offers a world of opportunity, but has also led to a change in the nature of the job.

Drawing on the personal experiences of established and recently qualified reporters, it covers the whole range of skills required by sports journalists from traditional match reporting, news gathering, feature writing and colour copy to the modern demands such as providing a live blog, snaps for a website and updating a Twitter feed even before we getting around writing our story.

5.8. Crime, Accidents and Disasters Reports

Crime reporting

There are tremendous public interests in crime stories and no newspaper can afford to ignore them without damage to circulation and credibility. Crime is a part of life and it is newspaper's duty to inform the readers of what crimes are going on in their city, state or country. However, crime reporting should not aim at satisfying morbid curiosity or sensation mongering. Although crime reporting is usually assigned to one of the junior reporters in a newspaper, it is a highly responsible and specialized job. The reporter should not only have the ability to sift the grain from the chaff, and the truth from lies, he should also have good contacts in the police and other departments of the administration as well as working knowledge of the penal codes and law on libel and other relevant matters. Besides, he must observe a code of honour. He should be as objective and as humanly as possible so as to avoid resorting to sensationalism or cheap gimmicks to catch the attention of the readers or the viewers. He should not suppress news of public interest. Nor should he seek to settle personal scores with police officers or lawyers or judges. And he must be careful that in the course of his work, he does not unnecessarily invade a citizen's privacy. There has been much criticism of press reporting of crime and not all of it is baseless. Some reporters have been found guilty of unethical standards, thus causing much pain and sorrow to their victims or their families and friends. Crime Reporters try to glorify the activities of criminals or sometimes make heroes of them. This practice should be discouraged as much as a resort to sensationalism. The crime reporter must never violates standards of decency and good news taste. There are several types of crime news-murders, fires, accidents, robberies, burglaries, fraud, blackmail, kidnapping, rape, etc.

Fires

The reporter must get his facts correct about the essential elements of a fire story the number of persons killed or injured, the extent of damage to property, the loss of valuables, etc. he must also find out if the fire brigade responded in time or was guilty of delaying the fire-operations through sheer lethargy or incompetence or lack of water supply. He should question eyewitnesses about any acts of bravery or cowardice. All these are essential ingredients of a fire story. The lead in a fire story would normally suggest itself. If, for instance, lives have been lost, it needs highlighting in the lead. If possible, the reporter must list the names of the dead and the injured.

Homicides

In cases of a major murder, the reporter should rush to the scene as soon as possible after receiving a tip and gather all the relevant facts. In nine cases out of ten, crime reporters, say, in Delhi depend on police information about murders and there is a time lapse before they can begin their investigations. This

often hampers their search for the truth. The reporter must, in any case, exercise great care in how he handles the story. Otherwise, he runs the risk of causing offence. In reporting dowry deaths or alleged dowry deaths, the reporter must refrain from leveling uncorroborated statements by one party or the other. He must therefore get his facts correct by talking to the investigation police officer, the girl's in laws and her parents, and, if possible, with the neighbors.

Accidents

Most accidents are reported on the basis of police bulletins or information supplied by police spokesmen'. However, wherever possible the crime reporter must rush to the scene of a major accident to give authenticity to his story.

Arrests

It is a serious matter to report that a person has been placed under arrest. When such a report is made, the exact charge against the arrested person could be given and it should be documented by either a record or attribution to a responsible official. If such documentation cannot be obtained, the reporter has better to check the facts. The person in question may not have been under arrest at all. In many states an arrest is not formally accomplished until a prisoner is booked. The news, in any case, must be handled with care.

Accusations

It is commonly written that someone is being sought for robbery, suspected of arson or tried for murder. This is journalistic shorthand, which has gained acceptance through usage, but it is neither precise nor correct. Persons are sought in connection with a robbery, unless a charge has actually been made, in which case they are charged with robbery. Persons under suspicion are not necessarily going to be charged with a crime and it is generally not privileged matter to indicate that suspicion is attached to any individual by name. Where the police suspect someone, but lack proof, that person may be held as material witness- that is far different from being accused of as a criminal. Therefore, cases of suspicion are not usually given too extensive and detailed news treatment if no privileged material is available for use. The practice of reporting that a defendant is being 'tried for murder', while widely used, is obviously prejudicial and could be more accurately, if less drama stated, as 'being tried as a charge of murder'.

Confessions

The use of the word 'confession' to describe statements made by a person to the police or the prosecuting authorities is dangerous when it is not a matter of public record. The fact that a police chief or a prosecutor has claimed to have a confession, except in open court, may be used only at the risk of the news organization. Most press-bar voluntary agreements forbid the use of confessions until they are admitted in open court. The records are full of supposed confessions that backfired later for a variety of reasons and of persons who admitted crimes they could not possibly have committed. Unless and until it is established in fact that a person has confessed, approved procedure for reporters is to use such terms as 'statement', 'admission', 'description' or 'explanation'. They convey the shade of meaning that is warranted by circumstances and do not subject the news organization to unnecessary risks.

There are a few fundamental precautions which a crime reporter must take account of:

- ◆ The first is that the police and prosecutors rarely will give them information on a silver platter. That means a tremendous amount of interviewing and research must be done in a very short time so that a coherent story may be written.
- ◆ There is no guarantee of police accuracy; and therefore police versions of names, addresses and other facts must be checked.
- ◆ Police and journalistic terminology are not identical. The legal term for a slaying is a homicide, but many news organizations loosely and incorrectly refer to such crimes automatically as murder.

NOTES

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5.9. Legislature and Court Proceedings**Court reporting**

Even the big newspapers of India do not have the resources to cover all the courts of their main circulation area. The reason being that there are too many courts. Newspapers neither have the time nor the space to cover everything that happens in the courts. Paper covers only those stories in which their readers are interested. A country governed by laws needs many courts, each with a different jurisdiction. The emphasis of the news media is on criminal courts, High courts, and the Supreme Court. The media are less interested in covering Civil Courts.

One of the reasons for this lack of interest may be that the Civil Courts are jammed with cases, the suits remain pending there for several years and it is assumed that in the mean time, members of the public would lose whatever interest they may have showed initially. If we go through the old files of a newspaper, we will find that the volume of court reporting has increased in recent years. One of the reasons for the increase may be the courts are now getting more active in the field of social justice. Public interest litigations are also increasing. As the number of petitions increase, one notices a corresponding increase in the coverage of courts and the judgments they deliver. There are only a few big newspapers in India who have full time correspondents or reporters exclusively for their court beat. These reporters generally have adequate legal background. Other newspapers mostly hire stringers to cover court stories. (In journalism, stringers a freelance journalist, who is paid for each piece of published or broadcast work, rather than receiving a regular salary. They are heavily relied upon by most television news organizations)

Many of the stringers are professional advocates. Many part-timers also cover stories in their respective areas and come from teaching, law and other professions. A newspaper, which does not have a full time law reporter, may send its regular staff correspondent to cover an important court story.

The first time that one covers the court beat as a court reporter; one usually feels amidst the technicalities and complex language. A trainee reporter aiming to be a future court reporter must at first acquire some understanding of the court jurisdictions, its procedures and its hierarchy. At the apex we have the Supreme Court of India. Then there are the High Courts, Session Courts, Magistrate Courts, etc.

If the 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 the appeal would be filed.

Much of a reporter's success in the coverage of the courts depends on one's contact and sources, and one's ability to gain access quickly to records. For a reporter, the key person in a court is the clerk of the court. A court clerk prepares and keeps the records. He can make available copies of transcript for a fee. Court reporting involves diligent checking of records. The judge who preside a trial is seldom one's source. But a reporter should, as soon as possible, introduce oneself in person to the judge. A court reporter should also have good contacts with the lawyers working on a case and if possible with the respective parties. Where a case attracts much public attention, reporters may be under pressure from rival lawyers for a more favorable description of their individual positions. The reporter must then ensure impartial reportage in all fairness to the proceedings in court.

Court reporters must understand the judicial process from beginning to end. They should know what happens when a suspect is arrested, charged, arraigned, tried, and sentenced or released. Experienced reporters say the best way to learn the process is to spend time at the courthouse. As stated before, begin with the court clerks, who keep track – the list of cases – and the calendar. Find out how to get copies of the court record, filings, and testimony. Read the case files – including motions and pleadings before the trial – and keep track of what's reported about the case if you can't be in court every day, which frequently happens.

Defense attorneys are some of the best sources of information on the justice beat. They often are more willing than prosecutors to talk with reporters about cases on which they are working. Do our best to understand legal jargon, but avoid using it in your stories. If we don't know what something means, ask the person we're interviewing to explain it.

5.10. Follow-Up Story

Follow-ups are needed because one story on its own may not cover all aspects of an event or controversy properly. Although life goes on second-by-second, day-by-day, journalists cannot report it all. Journalists have to concentrate on bits of life and report them to their readers or listeners in 20 centimeter stories or 40-second news reports, three-minute current affairs segments or half-page features. Journalists impose space and time limits on their reports which do not always reflect how important the event is in the real world.

Journalists also attempt to show continuing events in self-contained "chunks" called news stories. With the amount of information now available from throughout the world, we have no alternative if we are to share out our limited time effectively.

However, just because we as a journalist have described an event in a single-column story or a 30-second report does not mean that the event itself has been described completely. There are often side-issues which have not been touched or later events which will need reporting themselves.

We have to distinguish follow-ups from what we call breaking stories, which are reports of events (or controversies or debates) which are still happening as we report them. The hourly reports on a hijacking are part of a breaking story; the report of the eventual trial of the hijackers is a follow-up.

We normally catch lines the latest version of a breaking story UPDATE (for example "HIJACK UPDATE") because it still relies on the same news angle (what is happening at the hijack) but gives us a more up-to-date report. By contrast, we would normally catch line a follow-up according to the angle of the follow-up story itself. For example, we might write a follow-up story about the Transport Minister announcing new security measures to prevent further hijackings. We might catch line it "SECURITY PROMISE".

Because events are often connected, it is not always easy to know the difference between a follow-up and a new story or an update of a breaking story. However, a special feature of a follow-up is that it relies for its significance or interest on at least one previous story. Remember though that just because our follow-up describes the effect of a previous story, we cannot expect all of our readers or listeners to remember the original story, even if they did see or hear it.

Writing a single basic breaking news article is a pretty straightforward task. We start by writing our lead, which is based on the most important facts in the story.

But many news stories are not simply one-time events but rather ongoing topics that can last for weeks or even months. One example would be a crime story that unfolds over time - the crime is committed, then police search for and finally arrest a suspect. Another example might be a long trial for an especially complex or interesting case.

Reporters must often do what are called follow-up articles for long-lasting topics such as these. At this link you can read about developing ideas for follow-up stories. Here we'll discuss how to write follow-ups.

The Lead

The key to writing an effective follow-up story starts with the lede. We can't write the same lede every day for a story that continues over an extended period of time. Instead, we must construct a fresh lede each day, one that reflects the latest developments in the story.

But while writing a lead that includes those latest developments, we also need to remind our readers what the original story was all about to begin with. So the follow-up story lede really combines new developments with some background material about the original story.

5.11. Summary

Reporting is the art of collecting and gathering the news stories from various sources. Sources of information can be people, letters, books, files, films, and tapes - in fact, anything which journalists use to put news stories together. Sources are very important if you want to report on events or issues and explain the world to your audience. Journalists try to work as much as possible from their own observations, but

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this is often not possible. Some events or issues are finished before the journalist gets there. Others are like plants which only show their stem and leaves above the ground - the all-important roots are hidden from sight. Journalists who only report what they see can miss much of the news unless they have sources to tell them of more details or other aspects which are out of sight.

5.12. Key Words

1. **Reporting** : Reporting is the art of collecting and gathering the news stories from various sources.
2. **Homicides** : In cases of a major murder, the reporter should rush to the scene as soon as possible after receiving a tip and gather all the relevant facts.
3. **Sports Journalism** : Sports journalism is a form of writing that reports on sporting topics and games.
4. **Stringers** : Stringers are correspondents who are not employed by the newspapers on a full-time basis.
5. **Confessions** : The use of the word 'confession' to describe statements made by a person to the police or the prosecuting authorities is dangerous when it is not a matter of public record.

5.13. Answers To Check Your Progress

1. Sources of information can be people, letters, books, files, films, and tapes - in fact, anything which journalists use to put news stories together. Sources are very important if we want to report on events or issues and explain the world to our audience.
2. Reporting may be classified and categorized under various categories such as political, sports, national, city, international, crime, court, development, human interest and weather reporting etc.
3. In a newspaper, the local correspondent is an important connection with the area where it is published. He knows the environment intimately. He is an expert in the happenings of that locality and the newspaper gives much importance to his views.
4. Special Correspondent of a newspaper is an important source of news. The duty of special correspondent is to get news items for the newspaper and to make it clear and meaningful to the reader.
5. A foreign correspondent is stationed in a foreign country. The term correspondent refers to the original practice of filing news reports via postal letter. The largest networks of correspondents belong to ARD (Germany) and BBC (UK).

5.14. Terminal Questions

1. Describe the term Special correspondent.
2. Describe the term Foreign correspondent.
3. Explain the features of Sports reports.
4. Discuss the importance of Crime, accidents & disasters reports.
5. Examine the features of Legislature & court proceedings.

5.15. Further Readings

1. Mass Communication; Keval J.Kumar
2. The News Paper - An international history; Anthony smith
3. Mass communication and journalism; D.S.Mehta in India.
4. Communication; B.N.Ahuja & S.S. Chabbra
5. History of Indian Press: Growth of News paper in India; B.N.Ahuja