

ADIKAVI NANNAYA UNIVERSITY  
CBCS/SEMESTER SYSTEM  
IV SEMESTER: BA JOURNALISM AND MASS COMMUNICATION  
W.E.FROM 2015-16 ADMITTED BATCH

<b>Paper Title</b>	<b>Paper - 202 - Reporting and Editing</b>			
<b>Objective</b>	The paper introduces the basic role, responsibilities and skills required for a Reporter and Editor. It gives fundamental information about the reporting and editing hierarchy. It also gives basic insight into the technicalities of reporting and editing.			
<b>Credits</b>	<b>Theory</b>	<b>Practical</b>		<b>Total</b>
	3	1		4
<b>Teaching Hours</b>	<b>Lecture</b>	<b>Practical</b>	<b>Class Room Exercises / Seminars / Field Visits</b>	<b>Total</b>
	40	10	10	60
<b>Marks</b>	<b>Internal</b>	<b>Semester End Examination</b>		<b>Total</b>
	25	75		100

**Syllabus**

<b>Unit</b>	<b>Topic</b>	<b>Teaching Hours</b>	
		<b>Theory</b>	<b>Practical</b>
<b>1</b>	Reporting: Definitions - Sources - Stringer - Reporter - Correspondent - Special Correspondent; Hierarchy in Reporting; Qualifications & Responsibilities of a Reporter, Bureau Chief, Correspondent; Difficulties in Reporting.	<b>08</b>	<b>02</b>
<b>2</b>	Types of News: Political News - Crime News- Agricultural News - Business News - Sports News - Entertainment News; News Gathering: Beats - Monitoring - Follow up; Sources of News: Press Conference - Meet the Press - Press Meet - Press Releases.	<b>08</b>	<b>02</b>
<b>3</b>	Editing-Definition-Functions - Aims - Objectives - Principles - Need for Editing Hierarchy in Editing - Editorial Desk - Structure - Different Desks: General - Business - Sports - Political; Duties and responsibilities of Editor - News Editor - Sub-Editor;	<b>08</b>	<b>02</b>
<b>4</b>	Editing Process: Symbols - Re-writing - Integrating - Updating - Writing Caption - Editorials - Letters to the Editor; Translation; Proof Reading; Planning and Pages: Special Pages, Special Supplements -	<b>08</b>	<b>02</b>
<b>5</b>	Use of Computers in Reporting and Editing: Desk Top	<b>08</b>	<b>02</b>

	Publishing – Page Makeup – Layout and Designing; New Technology in Printing.		
	<b>Total Lectures / Practical Classes</b>	<b>40</b>	<b>10</b>
	<b>Class Room Exercises, Assignments, Seminars</b>	<b>10</b>	
	<b>Total Teaching Hours</b>	<b>60</b>	

**Reference books:**

1. Emery, Adult & Ages: Reporting and writing the News
2. John Hohenberg: The Professional Journalist
3. Ralph. S. Izzard: Reporting the citizen's news
- 4 .M.V. Kamath: Professional Journalism
5. Patanjali Sethi: Professional journalism
6. Writing for Media: Dr.C. V.Narasimha Reddy (Dr.B.R.Ambedkar Open University)
- 8.Bruce Westley: News Editing. New Delhi: IBH Publishers.
9. Frank Barton (1989): The newsroom: A Manual of journalism. New Delhi: Sterling Publishers.
10. R. ParthaSarathy: Basic Journalism. New Delhi: McMillan