



BASIC OF REPORTING AND EDITING —



WHAT IS REPORTING ?

Reporting refers to the process of collecting, analyzing, and presenting information on a particular subject. It is a fundamental aspect of journalism, communication, and various professional fields.



STEPS OF REPORTING:

- —
->Verification: Ensuring the accuracy and reliability of the gathered information by cross-checking facts and sources.

->Analysis: Examining and interpreting data to identify key patterns, trends, or insights relevant to the subject.

- —
->Organization: Structuring the information in a clear and coherent manner, often following a journalistic or narrative style

.->Presentation: Communicating the findings through written, spoken, or visual means, tailored to the intended audience.

TYPES OF REPORTING

->investigative reporting

->interpretative reporting

Investigative reporting aims at investigating and enquiring in full proof of a scandal, or something unnoticed by the public which contains a controversy. It is in depth reporting. Interpretative reporting is analysis of news developments which are done by senior journalist by assessing the past and present development of the story.

LISTENING

POLICE SOURCES

INTERVIEWS

COVERING EVENTS

*PARLIAMENT &
ASSEMBLIES*

*PRESS CONFERENCES:
this is the major source
of information. leaders
and activists conduct
press meets regularly.*

*REPORTS AND
STATEMENTS*

EDITING

Editing is the process of reviewing, revising, and refining written or multimedia content to improve its overall quality, coherence, and effectiveness.



EDITING LEVEL



CONTENT EDIT

flow and structure of the entire
body of work.character
arcs,plot, and fact check



LINE EDIT

sentence structure and
wording.checks for repetitive or
confusing word combinations



COPY EDIT

The mechanics Of applying
style manual rules for grammar
and punctuation



PROOF READ

final check for misspelled
words,extra spaces,missing
periods

TYPES OF NEWS



WHAT IS EDITOR?

Editor has an important role in print media. He edits the contents. He decides what story to be published, how it should be published, its length, place where it will be published and so on. In a newspaper, the top most post is that of a Chief Editor under whom there are Managing editors, desk chiefs and sub editors. In the modern times, there are editors for each section like sports editor, economic editor etc.

CONCLUSION



basic reporting involves gathering, analyzing, and presenting information accurately, clearly, and objectively. It requires a focus on key details, relevance, and timely delivery. On the other hand, basic editing is the process of refining written or multimedia content to enhance clarity, consistency, and overall quality. Attention to grammar, structure, and accuracy is crucial in both reporting and editing to ensure effective communication and maintain the integrity of the information presented. Together, these processes play integral roles in delivering impactful and reliable content to the intended audience.

Review



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