

## 2<sup>nd</sup> year- 4<sup>th</sup> semester

### MES Q 1905 Senior Correspondent

(The MESQ for fourth semester is MES-Q 1905)

There are total 9 MES/N for 4<sup>th</sup> semester. These are as following.

SR. NO.	UNIT CODE	UNIT TITLE
1	MES/ N 1901	GENERATE IDEAS FOR JOURNALISM PROJECTS
2	MES/ N 1902	UNDERTAKE RESEARCH FOR JOURNALISM PROJECT
3	MES/ N 1904	CONDUCT AND INTERVIEW
4	MES/ N 1905	UNDERTAKE FIELD REPORTING
5	MES/ N 1906	WRITE AND EDIT COPY
6	MES/ N 1907	UNDERSTAND AUDIO VISUAL AID
7	MES/ N 1910	REPORT IN A DIFFICULT OR HOSTILE ENVIORNMENT
8	MES/ N 1911	COMPLY WITH APPLICABLE LAW AND REGULATION
9	MES/N 1912	MAINTAIN WORKPLACE HEALTHY AND SAFETY

#### 1. MES/N 1901- GENERATE IDEAS FOR JOURNALISM PROJECTS

This unit is about generating new ideas for journalism projects and successfully evaluating the potential of these ideas.

Generate ideas for the following types of content:

- A specific story-e.g. fact based reporting, analytical, feature –writing.
- A specific section-e.g. the “edit” page of a news paper.

TOPIC COVERED:

- **Communication, Types of communication**
- **Communication model- Shannon weaver, Osgood, gerbner, gatekeeping etc.**
- Generate ideas for fact based reporting
- Evaluate a idea for its suitability and undertake background research.
- Identify any constraints to successfully realize the idea.
- Ideas according to the different target audiences
- Editorial standard of the organization
- How to undertake research and background information.
- Maintain a network of contact.
- How to verify information.
- How to prepare synopses, summaries, proposal, story outline and other written material.
- Suitability of idea for different type of content.
- Read and analyze various sources including wire service and other publication/channel/website/media.
- Effectively present and defend idea.

## **2. MES/N 1902- UNDERTAKE RESEARCH FOR JOURNALISM PROJECTS**

This unit is about undertaking research, collecting background information and conducting accuracy checks for journalism projects.

- This unit/task is applicable for journalism across a range of media including print (newspapers and magazines), television, radio and online (web, mobile and other emerging platforms)
- It is also applicable across media that provide/ disseminate information at different times/frequencies: daily – e.g. newspapers, evening news bulletins; weekly, fortnightly, monthly etc. – e.g. magazines and continuous/ Ongoing – e.g. news websites, news TV channels etc.

TOPIC COVERED:

- **Brief knowledge about the history of print media, Television and radio journalism.**
- **Development of Print media**
- **Development of web, mobile and citizen journalism**
- Evaluate story ideas and conduct background research.
- Collect information to support story ideas.
- The different target audience for the content.
- Different information sources available.
- Verify collected information.
- Available resources and implication of a particular story/idea/concept.
- How to prepare background research, notes, analysis, timeliness, summaries', and other written material.
- Effectively present and defend research and information collected to one's editor.
- How to analyze a range of information sources.

## **3. MES/ N 1904 CONDUCT AN INTERVIEW**

This unit is about successfully conducting interviews and gathering information during interviews.

- Undertake copy-writing/ script-writing for various media and types of stories including: news stories, feature stories, programme scripts (e.g. for TV or radio), anchor/ presenter scripts, narratives, interviews
- Write and edit items such as: headlines, captions, intros, outros, cues and other types of links
- Each of these writing and editing styles can be broken up into a specialized skill (by medium, by type of writing) and taught separately using relevant examples and practical techniques. At this stage the attempt is to set an overarching standard, and thus a more generic approach has been adopted

TOPIC COVERED:

- Interviews and types of interviews
- Interviews as a source of news gathering
- Different ways of conducting interviews based on medium
- Live pre recorded, face to face or over telephone/video phone or outdoor or studio interviews.
- Identifying the objectives of interviews.

- Conduct an interview
- Verbal and non-verbal forms of interviews
- Manage the flow of the conversation during interview.
- How to write up interview notes.

#### **4. MES/ N 1905 UNDERTAKE FIELD REPORTING**

This unit is about assessing suitability of locations, preparing for field reporting and relaying information from the field

- Undertake reporting for applicable media from outdoor locations including public spaces, government buildings, venues hosting large events, homes and offices of public and private figures, open spaces etc.

TOPIC COVERED

- **Field reporting: basic and fundamentals**
- **Types of reporting-Investigative, Interperative Reporting, Crime etc.**
- Process of gathering information from the field
- Gather information from the field of sources
- Manage the safety and security of the equipments.
- How to conduct background research.
- Permission require to report from a certain location
- Nearby sources for replacing/repairing equipment.

#### **5. MES/ N 1906 WRITE AND EDIT COPY**

**This unit is about writing and editing copy (i.e. final version of text) for a range of formats in different media**

Undertake copy-writing/ script-writing for various media and types of stories including: news stories, feature stories, programme scripts (e.g. for TV or radio), anchor/ presenter scripts, narratives, interviews

- Write and edit items such as: headlines, captions, intros, cues and other types of links
- Each of these writing and editing styles can be broken up into a specialized skill (by medium, by type of writing) and taught separately using relevant examples and practical techniques. At this stage the attempt is to set an overarching standard, and thus a more generic approach has been adopted

TOPIC COVERED

- Undertake copywriting / script writing for various media types
- Edit a story or script based on the brief.
- The writing skill of brief
- Fact and information gathering
- How to structure ones thought to structure a story
- How to use a wide range of vocabulary.
- Differentiate between the fact and opinion.
- How to write headline/caption/intros etc.

## **6. MES/ N 1907 UNDERSTAND AUDIO VISUAL AID**

This unit is about identifying different types of audio visual aids and evaluating their suitability based on the story and medium.

- Understand and apply audio visual aids as an effective way to convey information: examples of audio visual aids include: photographs, illustrations, graphics (text, charts, graphs), audio and video clips, animation and visual effects/VFX.

TOPIC COVERED:

- What are audio visual aids
- Types of audio visual aids
- Identifying audio visual aids according to the suitability.
- Collect information and present effectively with the help of audio visual aid
- Story and script in which audio –visual can be used.
- Various types of graphs, chart and analytical tool.
- How audio visual aid can complement and support the story.
- How audio visual can be used to deliver information, in a interesting simple or graphical manner.
- How to plan audio visual aid –photographs, illustration, graphic, sound bite etc.
- How to verify information and confirm the accuracy of any fact that is being used.
- How to write caption that correctly represents visual aids.
- Intellectual property norms- use of image from paid data base, photographs and artist credits, use of freely available content.
- How to analyze a range of information and bring it together in form of a effective audio visual aid.

## **7. MES/ N 1908 REPORT IN A DIFFICULT OR HOSTILE ENVIRONMENT**

This unit is about undertaking field based reporting from exceptionally harsh, difficult or hostile environments

- Undertake reporting from conflict zones, during war and civil unrest, on extreme weather conditions, on natural or manmade disasters and other harsh/ hostile situations

TOPIC COVERED:

- Undertake reporting during conflict zone and civil unrest.
- Reporting in extreme weather conditions.
- Natural or manmade disaster/mobs/armed forces situation etc.
- Planning for reporting & manage unpredictable situation.
- Equipments failure/ resources limitations.
- Evaluate location for risk.
- Where to take shelter when needed.
- Basic first aid and resuscitation.

## **8. MES/ N 1911 COMPLY WITH APPLICABLE LAW AND REGULATION**

This unit is about complying with various laws and regulations applicable to the journalism industry (including codes of conduct for various media).

- Familiarize oneself with each of the applicable legal and regulatory norms, codes of conduct and ethics using the respective source documents and training.
- Comply with the legal and regulatory requirements of the specific organization/individual that is commissioning the content.

TOPIC COVERED:

- Understand the legal and regulatory framework.
- Press council of India.
- Norms of journalistic conduct-2005
- Code of ethics and core values.
- Personal attack/commentary on an individual/ defamation, libel and slander.
- What kind of information can and can not be disclosed- official secret act.
- How to correctly represent minority.
- Intellectual property, copyright infringement.
- Understand the penalties
- Read and comprehend applicable laws and codes of conduct.
- How to critically evaluate ones own work for non compliance.

## **9. MES/ N 1912 maintain workplace health and safety.**

This unit is about contributing towards maintaining a healthy, safe and secure working environment.