

National Institute of Open Schooling
Senior Secondary Course: Mass Communication
Lesson 7: Report and Editing
Worksheet - 07

1. Reporters collect news from various reliable sources. Discuss the process of reporting with appropriate examples.
2. Collect news stories from different sources to be edited before publication. Define news editing and describe its process in detail.
3. Press conference is one of the major sources for news gathering and information sharing. Mention five other sources of news gathering and write a note on it.
4. What are the different types of news, explain with a suitable example. Differentiate between hard news and soft news.
5. In a news story which part of it is known to be the most important part of the story? Explain with suitable example.
6. Well written news attracts readers. Briefly write the inherent qualities of a news.
7. A good reporter has many qualities. Consider yourself a reporter and give a detailed description of the qualities that you would like the most to be there in a reporter.
8. Write a short note on the ethics in reporting. What should be a reporter not do while reporting?
9. Explain the term copy editing with reference to the functions of an editor and a sub-editor. Explain in detail the various tools of a sub-editor.
10. See the main pages of various newspapers and read them. With the help of your fantasy and creativity design the front page of a newspaper.