

(1) { ANSWER NO. 01 }

Sub: Newspaper production

ANS:- 01: IMPORTANCE OF NEWSPAPER MODERN  
WORLD:-

The Newspaper is one of the biggest media in our modern life. Newspapers play a important role in a democracy. They take the role of spokesmen for the people of all classes. They act as a bridge between government and governed. Almost many people reading a newspaper in early morning. In Newspapers different section are for different purposes such as sports, entertainments, daily news, advertisements and some material about special occasion. Everyone read what they are interested in a newspapers. It provide a lot of useful information to the readers. It cut off between the way of government

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and people they can easily know about the government moves and tasks in any regards. Newspapers throw a light on human needs it provide us suggestion and useful tips to overcome human difficulties. Newspapers or even press is a mirror of the society it act as a watch dog in a democracy. It is a duty of the press to watch the activities of government. Newspapers should play a unbiased role while delivering any form of information it is a duty and principles of free and fair press. Newspaper help us to provide a right path which leads the nation on the top. It play a role like a teacher because it show us both sides right and wrong. Newspapers accessible and have a reasonable contents and cheap in price.

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There are some importance of newspapers which are under below:-

### 1) ROLE IN EDUCATION:-

In the field of education newspapers provide a lot such as upcoming admission, new job opportunities, scholarships and in educational experts views and opinions about education. Newspapers also cover the development in a education sector.

### 2) IMPORTANCE IN ECONOMY:-

Newspaper has a huge importance in a economy sectors. Newspapers collect daily based news about the economy and make research on different things which is related to economy and publish a huge report about the economy which help the country economy and people get

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inform about the situation of economy.

### 3) IMPORTANCE IN CULTURE & SOCIETY

It play a vital role in a culture and society. Newspapers teach and get inform about culture norms and values. Through useful articles, columns and tips newspapers build a better society. It provide us inform about how can a family merge and what are the requirements of a rich culture even through newspapers we can overcome cultural and society barriers and make best changes in our life.

There are also many importances of newspapers in any field of life in this corona virus pandemic newspapers play their best role to avoid any high panic regarding this virus. newspapers gives day to day news as well other media and educate us about this virus it provide precautionary measures to the people to fight against this covid-19.

(5) { ANSWER INO#02 }

ANS1-021 EDITOR:-  
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A Person who is in charge of and determines the final content of a newspaper, magazine, or multi author book.

Editor have many and tough responsibilities. He is the man who decide that which news material is final for publication in a newspaper. Editor have analysis a huge number of material and Put the right one for publication which is a tough job because before publication of any material in a newspaper it is a responsibility of a editor to check clearly and concisely that what is a good content and how it effect the readers. Editor keep the values and principle of newspaper before publishing any news. He is fully trying to fullfill the organization rules and regulation. Editor gives special attentio

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to those topic which may create a chaos in a Society and institutions. He is responsible for ensuring that the style, tone and layout of final copy matches the publication's houses style and suits the market target.

⇒ ROLE OF EDITORIAL BOARD:-

- 1) Editorial board is to advise and support the the editor-in-chief.
- 2) It identify conferences for editor to attend.
- 3) Editorial board must follows the direction of editor.
- 4) Editorial board is responsible to do their best to achieve the organization goals.
- 5) It encourage colleagues to submit their best work and cooperate with editor and other member of organization.
- 6) It provide necessary guideline to the editor whenever its need.

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- 7) It is mandatory that every editor treat each author with proper dignity, fair behavior and honestly.
- 8) Editor-in-chief have all the authority to take any decision regarding any issue.
- 9) The role of editorial board is very influence on a organization Policy
- 10) Editorial board approaching potential contributors
- 11) Provide content by writing occasional editorials and other short articles.
- 12) Guest Editor can handle a special issue independently while maintaining a regular communication with editorial board
- 13) Editorial board recommend timely topics.

Editorial board keep check and balance of the news material and conduct a proper way of communication with other members

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to avoid any misunderstanding. They review each and every topic before publishing in a newspaper. Their role and responsibility is quite difficult and tough but they are trying their best to fulfill their duty in a decent way.

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{ANSWER NO#03}

ANS 03:- SOURCES OF NEWS FOR NEWSPAPER:-

A source may be a person, publication, or other record or documents that gives timely information.

Sources play a vital role in making a good news story. Gathering information is very difficult but very essential to publish any information in a newspaper without sources there is no way of communication and information for proper and authentic story.



Flow of information sources are very mandatory it performs a very good job while conveying information to the masses. Sources fill the <sup>space</sup> ~~place~~ of required information it gives and thrown a light on any topic and help us to take out essential information and fulfill our duties. There are many sources some are as given below.

### 1) NEWS AGENCIES :-

News Agencies is a very rich sources of information. It give a lot of information to the newspapers and it is a vital sources of information. News Agencies deliver up-to-date, impartial and well information to newspapers. It gathers, writes and distribute news around the world in return newspapers paid for the information.

INTERNET:-

Internet is a very best source of information. With the help of internet we can easily get any form information. It provide research base, authentic and very useful information about news and other regards also. It is a best source of information.

Newspapers also get beneficial from internet while working in a very sensitive issue or topic. Flow of information on internet is very fast and increase so be careful while taking in any form of information to avoid any difficulties. Writing columns, Articles and Features internet can help a lot and provide every information which is necessary in this regard.

### 3) LEAKS DOCUMENTS:-

Those information who are occasionally given documents officials, agencies departments, ministers everyone leaks information. This type of information not have been released on ~~free~~ Press. This information include some secret leaks that is why it is not released on Press and avoid to create any seen.

### 4) PRESS RELEASE:- = = = = =

Government, organizations issues ~~release~~ Press release which have important in it. The information may be about the organization development and may include about the current losses and benefits.

## 1) PRESS CONFERENCES :-

It also provide information and a source of information. The information may be include political, business, sports and international issue information.

There are more sources of information which convey a lot of information for readers and listners such as courts, college, university, hospitals and police station etc. It also provide and a source of news to make a good news stories.

⇒ REPORTER PLAY A VITAL ROLE AS A SOURCE OF NEWS

News reporter play an active role in gathering information. News Reporter spent a lot of time to investigate news before sending for a story. Reporters straving to collect information for making a good news

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Story. They gather news and information to keep inform public about events. They have a busy schedule they tends to collect gather information from different sources.

Reporters some time work on a specific "beat" and they ~~are~~ work on several beats depending on the size on organization.

They search and find best news story which have a huge impact on the masses. Best reporters trying to make a news or information unbiased. They do not mention information by self in a news story and they show credibility and objectivity. They follows Journalistic role and principle while gathering any news and information. Without reporters information a good story cannot be existed because reporter is a essential tool.

Before sending any information and news they always focus the news values and elements and fulfill the requirements.

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