

Department of Media Studies and Mass Communication

Mid semester Assignment

Subject : Advance News Reporting

Course code : JMC323

PROGRAM : BS (MMC) 6th semester

Instructor : Muhammad Faheem

Student Name: Asma Rabi

ID : 14103

Answer Sheet

Q. 1 : Define responsibilities of a reporter.

Answer:

Responsibilities of a reporter :

(the explanation bellow is my own words and opinion.)

There is responsibility and power that comes with being journalist or reporter. The biggest responsibility of a reporter is bringing to light the social injustices, wrongs that people may be experiencing. A reporter can be the voice and can demand answers from public officials from companies and corporation that may be doing wrong. As a reporter it's a responsibility to expose those things to be able to help other people not fall into traps or tricks that may be out there.

In addition, it's a job that enables a person to help people out there and demand answers for what is not right and finding out why the systems are not working as they should or why these rules are the way that they are. It's a huge responsibility and also the one that reporters should be taking extremely seriously.

Now digging deep into responsibilities of reporters that were taught in class:

1 : Highest sense of responsibility towards his work.

This could be stated as being honest and accurate towards work as a reporter. However, an irresponsible reporter may cause disasters to society. Information provided by a reporter should be unbiased , objective, truthful and accurate.

2. Double check the correctness of facts.

This point states that it is necessary to confirm whether the news is correct or not. Also, editing is must before submitting any report. Its important to inquire about the news and present it in fair manner.

3: Saying no to bribe.

Lets face it. Currently in Pakistan and many other countries reports are paid to write news in favour or against a particular person or party. However, this is so wrong and unethical. Reporter is bound to be the voice to the people whose voices are suppressed. Saying yes to bribe is like taking people's rights away from them.

4: Not mixing news with personal views and opinions.

As it's always thought that for a reporter objectivity matters. Personal opinions and comments should be avoided. Objectivity matters. However, it is also very essential to remember that a reporter cannot be 100% objective due to various reasons.

5: Respect and protect sources :

A reporter should not expose his/her sources no matter what. In addition these sources are the people to whom a reporter keeps going in other to gather information. Therefore, its important to protect them.

6: Time Management :

A reporter must be on time if it is a press conference, meeting or covering an event. If a reporter is is late he/she might miss the whole news. In addition, it's equally important to manage the time when it comes to submitting the news because no one wants to read or listen to an old news.

7: Multi Tasking :

A reporter is required to do various tasks at a time. As an example that could be actively listening and taking notes at the same time.

8: Good Communication skills:

A reporter needs to master communication skills to communicate effectively with the audiences and their sources effectively.

9: Ability to lead:

Reporters should have the leadership skills. Now these skills are born with some people. However, others need to learn these skills.

10: Gather News:

This is the main responsibility of a reporter to gather and dig out fir news and write it down.

Conclusion :

To put in a nut shell, reporters are the eyes and ears of the society. They work for the society and in order to fulfil their duties the above responsibilities should be kept in mind.

Q:2 Write a short note on Camera operation for TV Report.

Answer :

To begin with, first of all we need to know what the camera is.

Camera:

Camera is a device that is used to take pictures or record videos including their audios. This is device is now used everywhere and is an important part of human life.

It in field of journalism camera plays a vital role. To use a camera it is essential to know how does the camera work.

Additionally when going on the field in order to capture or shoot the following points should be kept in mind to carry the following tools;

Equipments :

1: The kit bag

- 2: Battery and an extra battery
- 3: Tripod
- 4: Additional memory card/ chip
- 5: The camera itself
- 6: Mic
- 7: Light/s

Planning how to shoot and what to shoot:

Before going to the field it is also important to keep in mind what the report or documentary should be about. Being in a hurry is a disaster. It is important to think well, plan and then act upon the plan. Plus, having coordination with the person you are going into the field gives a fruitful result.

On reaching to the field:

The following points are must to remember when reached to the field.

- 1: Once reached to the field it is must to know what you want to do and how to start.
- 2: First of all it is important to keep the camera on the tripod and upon fixing the camera it is important to lock it in place.
- 3: Secondly, balance the bubble or the water ball this a small part used to balance the camera for the further work.
- 4: Once the camera is balanced focus it on something that is white. Iris should be automatic and the camera focus should be manual.
- 5: In addition, one of the main thing here is the audio. Mostly people forget about to record the audio which is a big no.
- 6: For a camera person it is important to use headphones to know how the audio works.
- 7: Another thing which is important is to carry is the **Baby light**. This is a special and handy light used to carry with the camera. It is small and easy to carry. This light works with the battery. For making packages it is difficult and expensive to carry huge lights.
- 9: There is view finder or **LCD** attached to the camera or we can say that these are parts of the camera. A cameraman can view what is being record through these. But, mostly view finder could be most helpful due to various reasons so this is mostly used.
 - When LCD is moved even slightly the shoot that is being recorded looks different. Also, yet if a person wants use LCD instead of using the viewfinder the LCD should be on 90 angel.
 - View finder has it's own focus.

10 Camera has a mic itself which is known as general mic. However, it catches a lot of noise so it is important to keep a separate mic.

- The separate mic can be fixed accordingly when go to the sittings
- Once can place up to two collar mics in one camera

11: Tripod is an object that supports the camera now it has its own movements listed bellow;

1. Tilt up
2. Tilt down

It is important to select a suitable place for tripod and the camera

Main camera shots :

1. Wide shot
2. Mid shot
3. Close shot

Sub category

1. Extreme wide shot
2. Extreme mid shot
3. Extreme close shot

Other than these there is stablishing shot and most importantly insertions should be taken. One thing to remember is work like you play your favourite game. There should be passion and interest to get better results.

Two shots to remember is the following;

1. Look room
2. Nose room

Frame of PTC

PTC has no specific frame it rather depends on situation.

Camera Movements;

The following are seven camera movements that are used in studios or documentaries.

1. Pan
2. Tilt
3. Pedestal
4. Dolly

5. Truck
6. Zoom
7. Rack focus

Many cameras have their own features. Many things are for studio engineers not a camera operator.

Q:3 Write a short note on Secretariat reporting.

Answer

SECRETARIAT REPORTING

Secretariat is an administrative office of parliament or a department it is related to the government.

There are the main three bodies that run the main system given below;

1. Parliament
2. Executive
3. Judiciary

Executive can be stated as hands and feet of the system making.

secretariat makes a policy and directorate implements it.

There are 32 departments and every department has their own sub departments.

As an example: education department, health development etc.

However some departments are linked with each other. In addition some departments that are the strongest that's why they are linked with other departments.

Any reporter that covers this beat has a huge responsibility. He/she has a huge responsibility because this is a huge beat.

Chief Secretary:

In secretariat there 32 departments has one head which is known as chief secretary or CS

Secretary :

Now every sub departments has their own head known as secretary.

Additional chief secretary:

This person is next to chief secretary He supports him and manages planning and development.

In the following there is some of the important information any journalist covering this beat needs to understand.

Notification :

This the main source of the news. Public is always involved in notification.

This used to inform public regarding something. Also, mainly news generates from notification.

Order :

This is limited for the people within the department. We can say that this is for the employees only.

Summary :

This is used to seek approval. This is a kind of litter but used for official work for example;

Secretariat designs a summary sends it to minster in order to take permission about something that exists in law or something that might go against the law.

This litter is known as summary.

Then minsters decides wether to implement this or not.

Directives:

These are instructions given by public office holders.

For example ;

PM, Governors, ministers etc.

Here the responsibility of a journalist is to know weather this is implemented or not.

Letter:

This is a type of letter from the government officials to other government officials.

This type of letter is not a private letter. These letters are regarding official work.

Responsibilities of Reporter or a journalist covering this field:

Any reporter covering this beat should know all of the information that is written above. Usually, journalists goes to CS because most important and huge news is given by him.

END.

تمت بلخير.