

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- Writing news for radio is a different task; different from the way employed for writing news for newspaper or television. While writing for radio following fundamentals must be kept in mind.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **News for Once only:**
- Since newspaper can be read for many times a day and it is something that can be picked up for confirming or re-reading news stories whenever one feels like. But this is not the case with radio news. Radio news bulletin goes on air once only. That is why the radio news must be written in such a way that the listener may be able to understand and grasp the contents of the news when he/she listens to it.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Language:**
  - It has been mentioned time and again that the radio is a medium that is meant for ears and not for eyes.
  - Radio is a verbal communication medium and the language to be used for knitting radio content must be spoken, easy and colloquial.
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid Written Expression:**
- Though what is put on air on radio is first, in most of cases, written on paper and then put on air by the newscaster, but the way the message is written must not be in written expression. The example given below will explain the difference between written and spoken expressions.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Written Expression**
- “The government,” said the opposition leader, “had created the problems.”

The same sentence when read out may take the following shape conveying altogether opposite sense.

- The government said, “The opposition leader had created problems.”
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Expression for Radio:**
- The opposition leader said that the government had created the problems.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid Literary Expression:**
- Literary expression has its own tone and style and is different from journalistic language so must not be used for print or electronic media.

- **Literary Expression:**

Sweet are the fruits of adversity.

- **Expression for Radio:**

The fruits of adversity are sweet.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid Inverted Sentences:**
- Because of heavy rainfall, **which came yesterday**, the city life was jammed.
- **Radio Expression:**
- Yesterday it rained heavily and it jammed the city life.



# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid Parenthesis:**
- A man, **basically a taxi driver**, over ran a pedestrian.
- **Radio Expression:**
- A taxi driver overran a pedestrian.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid Jargons:**
  - Jargons, as has been explained, are specific terms and terminologies which only the experts or the related people of a field can understand. Since radio addresses an ordinary person as well so chances are there that an ordinary person may not get the meaning of the word. These kinds of terms must be communicated through their colloquial equivalents.
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Use familiar words:**
  - Heavy vocabulary is not encouraged even in written or literary styles. A good news writer, especially when writing for radio, must avoid using difficult words and replace them with easy ones.
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Use of Contractions:**
- Since while reading out news bulletin, the news caster gives an impression as if he/she is talking to the listeners, and in conversational style, the contractions of the following expressions are used unless stress is needed to be given, the news must be written by using the contractions.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Abbreviations:**
- Avoid abbreviations especially names of the states, countries, religious titles, months, military designations, holy books etc. For instance, LHR (Lahore), PUN (Punjab), C-in-C (Commander in Chief)
- If necessary write with hyphens. F-B-I , Y-M-C-A, U-N, C-N-N, B-B-C
- Don't use symbols. For example “#” for number, “&” for and, “@” for at, etc.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Capitalization:**
- Capitalize generously especially all proper nouns, anything that is important.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid Quotations:**
- The exact statements of newsmakers can go in newspaper but should be avoided in radio news bulletin. The reason behind is, since the news written for radio is to be read out by a newscaster, he can not readout commas or columns. Commas and columns are used in written expressions and a reader after looking at a sentence within commas instantly comes to know that what is given between the commas is an exact statement of the person, the news is about. As far as radio is concerned, a news caster can not read out a sentence in this way.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid Punctuations:**
  - In written expressions comma denotes a pause and full stop denotes the end of the sentence, where as when you are writing for radio you must avoid supplying the sentence with commas and full stops.
  - In radio scripts, where there a comma is needed, a slash (/) is supplied and where there a full stop is needed two slashes (//) are inserted.
  - (/) one slash denotes a pause.
  - (//) two slashes denote full stop.
-



# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Figures:**
  - Write figures in words.
  - 30,00,000 30 Lacs/ thirty lacs
  - 5400 5 thousand 4 hundred
  - Rs. 4000 4 thousand rupees
  - \$ 6 billion 6 billion dollars
  - Rs. 90.50 90 rupees fifty paisas
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Complex numbers**
- Avoid using complex numbers but give round figures.
- 84850----- Almost 85 thousand
- 9.8 million-----Nearly 10 million
- 59 years, 7 months & 80 days -----almost 60 years

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Avoid portraying gender difference**
- Policemen----police officers.
- Firemen----fire fighters.
- **An average teacher** complains **he** is not getting paid according to **his** duties.
- **But Teachers** complain **they** are not getting paid according to **their** duties.

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Developing a News Story:**
- **WHAT formula**
- W....What has happened? (The lead)
- H.....How did it happen? (The background or context of the story)
- A.....Amplify the introduction. (Describe main points in the order of importance)
- T.....Tie up loose ends.(Additional background material)

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **First line:**
  - The intro of the news item must be Short, Catchy and Crispy. Don't tell the whole story in the first line.
  - **Last line:**
  - The last line should conclude the story and point to next development if any. For instance, Foreign Secretaries of SAARC countries met in Islamabad. They will again meet in New Delhi.
  - The last line of a news item is as important as the lead. It must be positive and strong.
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **Weak Ending:**
  - The culprits will be dealt with iron hands- the Prime Minister said.
  - **Strong Ending:**
  - The Prime Minister said the culprits will be dealt with iron hands.
  - **Weak Ending:**
  - The union leader threatens to go on strike unless the authorities surrender to them
  - **Strong Ending:**
  - The union leader threatens to go on strike unless the authorities surrender to their demands.
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO

- **SUMMARY:**
  - Avoid written expression.
  - Avoid literary expression.
  - Avoid every expression that is particular with newspaper.
  - Avoid long word where short one works.
  - If it does without a word you have used, cut it out.
  - Avoid jargon where colloquial equivalent is available.
-

# FUNDAMENTALS OF WRITING NEWS FOR RADIO



That's All  
Thank  
You