**Definition of Reporter**

**REPORTER**

• Difference between Journalist & Reporter

• Journalist is a wider term. A sub-editor, a columnist, an article writer, an anchor or any person who is working as newsman or working on news desk can be called a Journalist. The term reporter applies to a journalist who covers field stories report from the site. Reporter is a specialist form of a journalist. We can say a journalist who is responsible for gathering information and present it on mass media is called a Reporter. Reporter is supposed to be the explainer of complicated issues in simple and communicative manner.

• The main role of reporter is to present news in digestible format for viewers.

• Reporters gather information in variety of ways. Tips, press releases, witness events, Interviews, Public records and other sources. Reporter covers the event which is assigned to him by his organization/Newspaper or TV Channel.

• Reporters split their time between working in the newsroom and going in the field to witness events or interview people.

**QUALITIES OF REPORTER**

• To be a good reporter one should have special qualities. One of the basic qualities of a reporter is to have an IPTB. IPTB means “it pays to be inquisitive”. He should have the quality to be curious his eyes and ears should always be in search of News. He should have the quality to sniff the news.

• In life every one has a story to tell: A reporter should have a quality to compel others to tell the newsworthy story.

• A reporter should always take care of accuracy of news.

• He should be quick to report. He also has to take care of viewer’s interest in the news item.

• Reporter should be cool headed. A cool head means he should be calm, cool and collected. He must have the ability to work in an atmosphere of hurry and excitement. Reporter must be physically fit to move around.

• Reporter should have the quality of awareness (alertness). He should be quite vigilant enough. Reporter must possess technical knowledge of the application of equipment. It will help him to establish command over technical staff.

• Reporter should be a dedicated worker and have the quality of Resourcefulness. Resourcefulness is a quality of being able to cope with a difficult situation. He has an ability to deal with unusual problems.

• Reporter must take care of time management. He should utilize maximum time to achieve his goals.

• The quality of decision making on the spot is a great quality. One decision on time can save many upcoming problems.

• In-fact decision making is a process of recognizing a problem and provide an opportunity to find a solution.

**Classification of Reporters**

**CHIEF REPORTER**

• Chief Reporter is a journalist who is supposed to be a senior and experienced Reporter.

• The Chief Reporter is an incharge of a team of reporters. He has to assign them duties and regulate them as per the policy of newspaper of the television channel.

• He also plans the special coverage of the expected news and assign it to reporters.

• Chief Reporter has to see that all the activities are covered properly and nothing important is missed by the reporters.

• Most of the invitations for press conferences, public meetings, demonstrations, agitations and strikes are addressed to him. He deputes his reporters to cover these events.

• The Chief Reporter also receives a lot of information from Government handouts, press releases and other publicity material for publication. He selects and asseses their news worthiness.

• He also look afters the administrative matters concerning with reporters and reporting.

• He also plans new investigative and interpretative reports by deputing reporters.

**THE CORRESPONDANTS**

• There are different kinds of correspondents who work for newspaper and TV Channel.

• THE LINER: The liner is not a full time journalist.

• From time to time he may send news stories to the newspaper.

• Liners are paid on the basis of lines of the news stories published in the newspaper or broadcast on a TV Network.

• THE STRINGER: The stringer is not a full time journalist. His whole time profession is quite different. He is attached to a newspaper through a string. He is generally paid some fixed amount to retain him for the newspaper.

• SPECIAL CORRESPONDENTS: They are generally very experienced professionals having vast and varied contacts with official sources, with opposition sources and Government sources, with diplomatic sources, with embassy sources, with fellow reporters, with private secretaries of various ministries and companies.

**NEWSCASTER/NEWS PRESENTER**

• News presenter is a person who presents a news show on television, radio or on web is called News Presenter.

• He can be a working journalist or simply a reader who reads news bulletin prepared by others.

• In different countries the news presenter is called by different nomalclature. Some called them “Newscaster”, “Newsreader”, News presenter”, “News Broadcaster”.

• To be a Newscaster or Presenter you do not have to look like a movie star, but you should have the ability to perform and your appearance should be acceptable.

• Television is a close-up medium, concentrate mainly on your face. For this reason, majority of viewers recognize you by face and key to appearance is to have a unique and memorable look.

• NEWS ANCHOR: A person who presents a news show on Radio or on Television is known as an Anchor. Anchors are the one who gets the publicity. Readily rewarded or blamed instantly.

• News Anchor should have the good knowledge of:

• Politics, Sociology, Government functioning, Skilled in broadcasting technology, Computer operation and public speaking discipline. News Anchor must have the ability to write his own scripts or read what the reporters and desk staff had written. News Anchor must be detail oriented, organized, flexible and multitasking person, at a time he has to speak, listen and to read from teleprompter/Autoque. News Anchor’s behavior should be friendly, articulative and easy to watch or listen.

• A good professional News Anchor must have the following characteristics:

• Educated in Journalism

• Skills in communication

• Knows reporting

• Copy editing skills

• Writing ability

• Command on language.

**General Reporting**

**REPORTING**

**WHAT IS REPORTING?**

• Reporting means, to report, to tell, to inform.

• Information is the oxygen to think or to form an opinion or to react.

• Two forms of reporting are:

• General assignment reporting

• Beats reporting or special reporting.

• Each of these areas have distinct characteristics, but their borders are tricky and over lapping.

• News stories do not fall into a single category. They spill over into both.

**GENERAL ASSIGNMENT REPORTING:**

• It ranges from crime to crops, from weather to workers.

• The most successful General Reporters are excellent workers.

• They always ask themselves how valuable it is for audience. They go as close to the gross roots as possible in an attempt to generate original material.

• Reporter is an explainer of complicated issues and the General reporters are supposed to report the facts in simple and communicative manner.

• While doing general reporting you must know that true, new and interesting factors make news. Always look for new pitch. Every reporter has a different I.Q and style.

• Media wise classification of Reporting:

• Print media reporting

• Radio reporting

• TV reporting

• Web reporting

Other forms of reporting are:

• Soft news reporting

• Analytical reporting

• Sensational reporting

**General Reporting II**

**REPORTING**

• A GOOD Reporter should take care of Some Basic Rules of Reporting.

• Never leave your camera or laptop unattended, because if you lose it, how can you work?

• Keep your laptop, cell phone and camera batteries charged.

• Try to get sick only on your days off. It means that the profession of Reporting is not a job for fix hours. It is a way of life. If a person is habitual of taking leave on one or other pretext, he can never be a professional reporter.

• If you do not understand something, ask for a clarification. “Assumptions” kill more journalist every year than any other natural cause.

• Be honest about deadlines and time. If you fail to report on time or speedy than you will not be treated as a good Reporter.

• Be skeptical, check facts to make sure they are facts. A single source of information is an invitation to disaster.

• Read newspapers and internet and stay tuned, you never know what kind of story you will have to do. Ignorance is not an excuse in News profession.

**DO’S AND DONT’S**

• Where give pace ever possible abbreviations should be avoided, avoid roman numbers.

• Mr. & Mrs. Dr are permissible but MS, Prof, Asst and Dir are not.

• Six thousand and 23 (ok)

6,023 (not good)

• Three Million eight hundred (ok)

3,008,00 (Not good)

• Eight Billion, 600 thousand (ok)

8,600,000,000 (Not good)

• Use figure for 10 to 999, but after that write thousands, millions and billions.

• Principles of good writing

• Write in words not in figures or digits

• Keep sentences short, on the average.

• Write the way you talk

• Write to express, not to impress.

• Prefer simple on the complex

• Prefer the familiar words.

• Avoid unnecessary words

• Put action into your words.

• Use terms which your reader can understand

• Tie in with your reader’s experience

• Make full use of variety.

**CHARACTERISTICS AND QUALITIES OF GOOD REPORTING**

• Good Reporters see the world as their journalism laboratory, a storehouse of story ideas.

• Good Reporters prefer to discover and develop their own story ideas.

• Good Reporters are always active to collect the information.

• Good Reporters talk about news they live it, breathe it and dream it.

• Organizing the news material is important part of your job

• Good Reporters are life long reporters they love words, names and lists.

• Good reporters always understand that news writing is a transaction between a reporter and a reader.

**General Reporting III**

**REPORTING WITH STYLE**

• A style is a particular way of putting words and marks of punctuation together. A news style, a creative style, or an easy style.

• A person who writes with style is one who thinks powerfully. For style, a sense of order must exist in various levels. Writing with style also involves “Organization”. Appropriate and interesting words make the sentence and writing stylish.

• The use of certain terms, certain rules and conventions is also a style.

**RIGHT STYLE:**

• Broadcast language needs a style which should be clear, simple and direct.

• Make every word count.

• Use short words and sentences.

• Avoid jargon, clichés.

• Drop meaningless words.

• Explain initials.

• Use spoken style.

• Round of figures.

• Freelance Reporting

• Definition: A professional journalist without long term commitment to any employer is called freelance journalist.

• A freelance reporter is a self employed person.

• Freelance professionals move from one country to another.

• Benefits: Freelancers generally enjoy a greater variety of assignments than in regular employment.

• Drawback: Uncertainty of work and income.

**Beats Reporting**

**BEAT REPORTING**

• A beat is, in wide sense, an area of information about which the journalists are expected to look for stories which will interest viewers.

• Beat reporters cover all happenings in their respective filed such as breaking news, news updates, flash.

• Beat reporters should have constant contract with the sources.

• Beat reporters cover all happening in their respective filed. They must be expert on the subject as well as skilled in news writing, editing and presenting techniques.

• Viewers begin to know and trust beat reporter who regularly reports on a subject area.

• Beat reporter is expected to report the stories of breaking news nature, immediately.

**VVIP BEAT**

• VVIP beat means covering the activities of a person who is very very important. Normally they are President or the Prime Minister or the foreign Head of State or Government who visits other countries. Sometimes reporters accompany the VVIP to report their foreign engagement. VVIP reporters require alertness of mind. They have to take care of security measures as well. VVIP reporter is supposed to be on call duty round the clock as he is required to be on assignments on short notice.

**OPPOSITION PARTIES BEAT**

• A reporter who is responsible for covering the opposition parties activities must know the view points of opposition parties on the issues.

**ECONOMIC MINISTRY BEAT**

• Economic Ministry means the ministries which deals the finance and economic matters of the country. These ministries are responsible for regulating the fiscal policy and preparation of national budget. They are also responsible for monitoring the rate of inflation. A reporter who is assigned to cover the Economic Ministries such as Finance Ministry, Economic Affairs Ministry, Commerce Ministry, Industry and Production Ministries must be aware of the functioning , hierarchy and the importance of there ministries.

**SENSITIVE MINISTRIES**

• Sensitive Ministries are responsible for the internal and external defense of the country. The Defense Ministry, Interior Ministry, Foreign Affairs Ministry and information Ministry are called sensitive ministries. Foreign Ministry is responsible to formulate the foreign policy, the Interior Ministry is responsible for maintaining the law and order and the information ministry is responsible for the image building of the government. The reporter who is supposed to cover the sensitive ministries should be aware of does and do not of his assignment. If he gets some sensitive information, then before using this information he has to take care of the national interest.

**SOCIAL MINISTRIES**

• Social ministries are those which are linked with the social and culture life of the people. Education, Health, Local Bodies, Law & Justice, Parliament Affairs, Religious Affairs, Sports, Youth culture and Sports Ministries come under the title of Social Ministries. The reporters who are assigned to cover these Ministries must know their importance and their roll in the government and for people.

**DIPLOMATIC BEAT**

• The reporters who are responsible for covering the diplomatic beat must be aware of the functioning of foreign office. They must be aware of the confronting issues between the countries. They know the objectives of foreign policy and also have the knowledge of functioning of various foreign missions and their interest in the regional and bilateral relations/agreements between two countries.

**Beats Reporting II**

**ECONOMIC MINISTRY BEAT**

• Economic Ministries are very important organ for the functioning of the Government. Economic Ministry deals with the financial and economic maters of the country. These ministries are responsible for regulating the fiscal policy. In Economic Ministry the major ministries are Finance, Economic Affairs, Commerce, Production and industry. The reporter, responsible for covering the Economic Ministry, must know the economic parameter of his country, terminology used in budget and financial economic matters. He must know the economic experts, who can be contacted on short notice. This will help him in seeking guidelines on technical points. The reporters should know the importance of NFC Awards, monitory regulation and functioning of the banks and the export/import needs of the country.

**COMMERCE MINISTRY BEAT**

• Commerce Ministry deals with the trade, export and import policy of the country. He must be aware of the global trade scenario and its effect on the local trade.

**SENSITIVE MINISTRY BEAT**

• Sensitive ministries include Defense, Interior, Foreign Affairs and Information ministries. All these ministries are responsible to safeguard the internal and external defense of the country. Reporter must be aware of their functions, sensitivities and importance. He should also know that from where he can get news and from where he has to counter check the facts. These sensitive ministries are the custodian of the secret. If reporter gets some classified secrets, before filing the story based on those facts, he should take care of the national interests.

**DEFENSE MINISTRY**

• The Armed Forces of the country (Army, Navy & Air Force) comes under defense ministry. Civil Aviation and the national carrier PIA is also a part of Defense Ministry. Reporter may use these sources to get the news well in time.

**INTERIOR MINISTRY**

• Interior Ministry is responsible to maintain the law and order in the country. All intelligence agencies and police services function under its command. Most of the sensitive news story / breaking news/ news update comes from Interior Ministry.

**RELIGIOUS AFFAIRS MINISTRY**

• Religious Affairs Ministry is responsible to facilitate Hajj Pilgrims and the other religious rituals. The reporter should take care of sensitivities while reporting the activities of various religious groups.

**INFORMATION MINISTRY**

• Information Ministry is called the eyes and ears and the spokesman of the government. This Ministry is responsible for the image building of the Government and to project the achievements of Government. Pakistan Television, Radio Pakistan, Press Information Department and Pakistan Electronic Media Regulatory Authorities (PEMRA) also work under the administrative command of Information Ministry. The reporter has to establish the contacts in these ministries.

**Beats Reporting III**

**BEAT REPORTING**

• There are number of ministries which come under the title social ministries they are: Health ministries, Law & Justice and Parliamentary Affairs ministries, Human rights, Agriculture ministry, Education ministry, Environment ministry, Youth & Woman Affairs ministry, Tourism & Culture ministry.

• Social ministries are one of the major beat of reporting. Their policy decisions have direct impact on common man’s life.

• A Reporter covering the social ministries must know the importance of the ministries. He should know the hyrarical structure of these ministries. He must establish personal contact with all officials from the top to bottom working in various capacities. He must have a special relationship with the focal person for media in every ministry. He should try to establish personal relation with the minister so that he can get first hand information to file an exclusive story or breaking news.

**Beats Reporting IV**

**DIPLOMATIC REPORTING**

• Diplomatic Reporting concerns with the foreign policy and the relationship of a country with other countries and the activities of various foreign missions and the contours of the foreign policy.

• In diplomatic relations, neither the enemy is eternal nor the friendship is eternal. The only thing which is eternal is the interest of the nation.

• A diplomatic reporter should be aware of the world power games and the interest of various countries in various regions.

• Information highway has changed the traditional role of diplomatic reporting, media technology, internet, live feeds and instant reporting has a direct influence on the relationship of countries. Media build or distort the perceptions.

• In today’s world along with the diplomats, the political scientists and journalists are the main players of diplomacy. NGOs also provide useful information to Diplomatic Reporters. The diplomatic reporter must establish contacts with them.

• Foreign Missions are also a great source of diplomatic reporting.

• Reporters should be aware of international agreements among various countries.

• He should also know the international organizations (UNO, OIC, NAM, SAARC, ASEAN, EU, AFU, NATTO)

**Beats Reporting V**

**BEAT REPORTING**

• Business and Financial Reporting is a very important beat. Only a person who is well versed with the financial and business climate of the country can do this assignment.

• He should be aware of current economic climate. The causes and the potential solutions for the problems confronting the business community.

• He must know the banking system.

• He must be aware of situation of world economy and the future trends.

• He must know the role of World Bank and IMF.

• Stock Markets Impact on National Economy and the Broker system etc.

• Business and financial beat reporter must be aware of Political and Social Fallout on the economy of the country and the effects of strikes and rallies on the economy.

• Financial Reporter must study business pages of daily newspapers/yellow pages and weekly business magazines to enhance the knowledge. He should frequently visit the business pages of web and internet.

**Beats Reporting VI**

**BEAT REPORTING**

**SPORTS REPORTING**

• Sports reporting is claimed be one of the most interesting and thrilling beat.

• Most talented and respected journalists have been sports writers.

• If any one intends to be a sports reporter he must read books on a range of sports topic, including biographies, histories of Cricket, Hockey, Football, Golf, Athletics, World Olympics, Local sports – Kabaddi and Wrestling etc.

• Investigative reporting in sports started in 1990.

• In Cricket, it was the investigative reporting which brought many amendments in the laws and rules of Cricket. Issue of “Ball Scratch” and “Dope Test” was came out due to investigative.

• From 1950s to 1960s people saw a rapid growth in sports coverage, both in print and broadcast media. During this period, independent sports agencies and photo agencies were established to cover the sports events.

• International Sports Press Association (AIPS) was also established.

• Sports shops for various dedicated games were opened.

• Now number of the sports channels and sports magazines are in the market. Sports also brought a good amount of advertisements.

**Beats Reporting VII**

**REPORTING BEATS**

• Court Beat: Courts are one of the very important sources of news. The decisions of court are often breaking news or they have a larger implication on policy metters of the state. The major courts are:

I. Supreme Court

II. High Courts

III. District Courts

• The Reporter covering the court must know the basics of the law of the land. The functioning of court, its procedure proceedings. The importance of Bar Council. The problems faced by lawyer community and the clients. He should also read and understand the constitution.

• Election commission beat: Election commission is also one of the important sources of news. Election commission is a constitutional body and is responsible for holding the general elections in the country. Reporter must know about the structure and functioning of election commission.

• Chief Election Commissioner is the head of Election Commission. His tenure is fixed in the constitution. A person having a Supreme Court Judge stature can hold this position.

**WAR REPORTING**

• War reporting is one of the dangerous form of beat reporting. A common reporter can never be a good war reporter if he does not have the experience of working in pressure and in stress environment. In modern media scene, the war reporting has got importance due to development of technology and live reporting.

• Show Biz Beat: Show biz is also one of the popular forms of beat reporting. A show biz reporter has to cover the activities of Film Industry, TV, Stage, Theatre, Models, Cat Walks and Fashion Shows.

• A Reporter who is supposed to be the show biz reporter must know all the aspects of these fields. Show biz is the major source of deriving the entertainment news.