

# Department of Mass Communication and Journalism



Rabindranath Tagore Academic Building

University of Rajshahi

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[www.ru.ac.bd](http://www.ru.ac.bd) ♦ [www.mcjru.com](http://www.mcjru.com)

## Course Outline

**Course Code:** MCJ-204

**Course Title:** Editing-I (Theory and Practice)

**Year:** 2<sup>nd</sup> Year

**Total Marks allocation:** 100 Marks (4 Credits)

**Details of Marks allocation:**

Course Final Exam	: 80 Marks
Incourse-1 Exam	: 10 Marks
Incourse-2 Exam	: 10 Marks

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Total: 100 Marks

### Part-I: Theoretical Discussions and Practical works

#### Section- 1: Broad Question

1. Organizational structure of a newspaper office and newsroom (Razi et. al: 111-133, Sikandar: 85-90; Sudhangshu-1: 21-31; Ashraf: 1-9);
2. News production and editing process in a newspaper office and role of a sub-editor: News gathering i.e. reporting, news flow management, news selection, copy editing, copy translation, photo selection and editing, writing caption, news crises management and edition changes; qualities of a sub-editor (Ashraf: 18-33; Sikandar: 92-94; Gain: 53-74, 137-160; Razi et. al: 375-392; Shamim: 17-23; Westley: 293-326; Joseph: 22-32, 300-321; Gilmore: 143-158, 229-238);
3. News editing techniques-1: Basic editing skills, sharpening the lead, correction, rebuilding the copy, making copy clear and precise etc. (Westley: 98-139; Jahangir: 64-78; Foyej: 84-94; Gain: 55-56; Razi et. al: 377-380, 391-392; Partha: 75-87);
4. News editing techniques-2: Editing news lead (Panday and Islam: 112-128; Ashraf: 33-38; Sudhangshu:59-80; Razi et. al: 235-269; Partha: 113-120);
5. News editing techniques-3: Editing news headline (Panday and Islam: 109-110, 112-128; Ashraf: 53-67; Sudhangshu:81-94; Partha: 88-96, 108-112);
6. News editing techniques-4: News re-writing (Ashraf: 39-43);

## **Section- 2: Short Questions**

1. The 3Cs in news editing (Sajeeb: 109-114);
2. Editing of words, spelling, punctuation marks, statistics, dimension, number, quotation etc. in news (Gain: 60-62, 68-74, 137-160; Jahangir: 33-39);
3. Unsung hero (Sajeeb: 109-114) and Bi-focal mind (Razi et. al: 389-390; Shamim: 22-23);
4. Conflict between sub-editors and reporters;
5. Editing the language of news;
6. News editing and proof reading.

## **Section-3: Practical works**

1. Re-writing news lead;
2. Editing the news copy;
3. News re-writing;
4. Writing/sharpening the headlines.

## **Part-II: In-Course examination (20 Marks)**

Examinations will be held according to academic calendar. These two exams will be held as group works.

### **In-Course 1: Presentation after visiting media houses and institutions**

#### **Section-1:**

In In-Course-1, students have to visit local/national offices of print/online newspaper/television office/radio station/press club(s) situated in Rajshahi. They will write report and make power point presentation slides on the basis of visit and should present it in the classroom according to following groups:

- A. **Print newspaper:** Daily Sonar Desh (Group-1)
- B. **Television Channel:** Jamuna/Independent TV (Group-2)
- C. **Online newspaper:** Universalnews24.com (Group-3)
- D. **Radio station:** Radio Padma (Group-4)
- E. **Press Club:** All press clubs of Rajshahi city (Group-5)

#### **Section-2:**

Students should have to visit the first and only private archives of Bangladesh (situated in Octroi More Jamrultala, Rajshahi) Heritage Archives and they have to write reports on the archive according to following instructions:

**Group-1:** Name of daily newspapers preserved in Heritage Archives (such as Ittefaq, Janakantha, Prothom Alo etc.) and the dates and total amount of preserved newspapers;

**Group-2:** Name of weekly magazines preserved in Heritage Archives (such as Monorama, Bichitra, Chayachanda etc.) and the dates and total amount of preserved newspapers;

**Group-3:** Name of fortnightly magazines preserved in Heritage Archives and the dates and total amount of preserved newspapers;

**Group-4:** Name of monthly magazines preserved in Heritage Archives and the dates and total amount of preserved newspapers;

**Group-5:** Name of daily/weekly/fortnightly/monthly newspapers/magazines (now out of print) preserved in Heritage Archives and the dates and total amount of preserved newspapers.

**N.B.** Each group will contain 7-8 students and each group will make power point slides containing information both of media houses/press clubs and Heritage Archives.

**Date of Submission of power point slides:**

**Date of presentation:**

**In-Course 2: Giving presentation on the Iconic communication specialists, media peoples (international and Bangladesh), media institutions, day related to media events**

Students of the same group (worked in 1<sup>st</sup> in-Course) will make power point slides and present these in class room as following categories:

**Category-1: Communication specialists (Group-1)**

1. Wilbur Schramm;
2. [Claude Shannon](#), [Warren Weaver](#) and [Harold Lasswell](#);
3. David K. Berlo;
4. [George Gerbner](#);
5. [Marshall McLuhan](#).

**Category-2: Media personalities: International (Group-2)**

1. Joseph Pulitzer;
2. William Randolph Hearst;
3. Carl Bernstein and Bob Woodward;
4. Rupert Murdoch;
5. Walter Lippmann and Seymour Hersh.

(<https://journalism.nyu.edu/about-us/news/the-100-outstanding-journalists-in-the-united-states-in-the-last-100-years/>)

**Category-3: Media personalities: Bangladesh (Group-3)**

1. Kagal Harinath;
2. Tofazzal Hossain Manik Miah;
3. Noorjahan Begum;
4. Monajatuddin;
5. Matiur Rahman.

**Category-4: Media institutions (Group-4)**

1. BBC;
2. CNN;
3. DW;
4. Al-Jazeera;
5. Reporters without Borders.

### **Category-5: Media events day (Group-5)**

1. World Radio Day (13 February);
2. World Television Day (21 November);
3. World Press Freedom Day (3 May);
4. International Day for Universal Access to Information (28 September);
5. International Day to End Impunity for Crimes against Journalists (2 November).

**Date of Submission of power point slides:**

**Date of presentation:**

### **Group formation**

#### **Group-1**

Roll No. 6101-13

#### **Group-2**

Roll No. 6114-23

#### **Group-3**

Roll No. 6124-35

#### **Group-4**

Roll No. 6136-45

#### **Group-5**

Roll No. 6146-12 (Re-ad).

### **Part-IV: Final examination (50 Marks)**

In the year final examination, there will be three sections in question paper.

In section-1, there will be 4 questions (broad and short) and students should have to answer any two. Marks will be  $15 \times 2 = 30$ .

In section-2, there will be 4 types of practical works such as rewriting the news lead, editing the news copy, rewriting news, writing/sharpening news headlines or writing news from press release. It will carry marks  $10 \times 2 = 20$  and  $15 \times 2 = 30$ .

### **Part-V: Some specific books that referred in the course outline**

1. সংবাদ লেখা: শৈলী ও কাঠামো, ড. প্রদীপ কুমার পাণ্ডে ও আমিনুল ইসলাম, শ্রাবণ, ঢাকা, ২০০৩ (referred as Panday & Islam);
2. সাংবাদিকতা: প্রথম পাঠ, খ. আলী আর রাজী, মঞ্জুরুল ইসলাম ও নাজমুল ইসলাম খান, বিসিডিজিসি, ঢাকা, মে ১৯৯৭ (referred as Razi et al.);
3. সংবাদ: লেখা ও সম্পাদনা, সিকান্দার ফয়েজ, বাংলা একাডেমী, ঢাকা, ২০০১;
4. রিপোর্টিং গাইড, ফিলিপ গাইন (সম্পাদিত), সেড, ঢাকা, ২০০৫; (referred as Gain)
5. গণমাধ্যম ও সাংবাদিকতা, শামীম আল আমিন, কথাপ্রকাশ, ঢাকা, ফেব্রুয়ারি ২০০৭; (referred as Shamim);
6. সংবাদ সম্পাদনা, খোন্দকার আলী আশরাফ, বাংলা একাডেমী, ঢাকা, ডিসেম্বর ১৯৯২ (referred as Ashraf);
7. সাংবাদিকতা: প্রথম খণ্ড, সম্পাদনা- মুহাম্মদ জাহাঙ্গীর, বাংলা একাডেমী, ঢাকা, ১৯৯১ (referred as Jahangir);

8. সাংবাদিকতা, সাংবাদিক ও সংবাদপত্র, ড. সুধাংশু শেখর রায়, পলল প্রকাশনী, ঢাকা, ২০১৮ (referred as Sudhangshu);
9. সংবাদবিদ্যা, সম্পাদনা- পার্থ চট্টোপাধ্যায়, পশ্চিমবঙ্গ রাজ্য পুস্তক পর্ষৎ, কলকাতা, ১৯৯১ (referred as Partha);
10. Outline of Editing, M K Joseph, Anmol Publications, New Delhi, 1997 (referred as Joseph);
11. Modern Newspaper Editing, Gene Gilmore, Boyd and Fraser Publishing Company, 1983 (referred as Gilmore);
12. News Editing, Bruce H. Westley, Houghton Mifflin School Publishing, Boston, USA, 1972 (referred as Westley);
13. News: Reporting, Writing & Editing, Sajeeb Sarkar, Gatidhara, Dhaka (referred as Sajeeb).

## **Syllabus**

**MCJ 204**

**Editing I (Theory & Practice)**

**100 Marks (4 Credits)**

This course is designed to enable the students to acquire editing skills. It will discuss newsroom operations, profile and functions of a sub-editor, sources and nature of copy, lead and headline writing, subbing and proof-reading symbols. Emphasis will be given to practical works.

**Recommended Books:**

Editing the Day's News	: Bastian, Case and Baskette
Headlines and Deadlines	: Garst and Bernstein
New Survey of Journalism	: Fox Mott <i>et al</i>
Modern Newspaper Editing	: Gene Gilmore
News Editing	: Bruce H Westley
The Mass Media Reporting, Writing and Editing	: W L Rivers
Creative News Editing	: Alfred Crowell
Professional Journalism	: M V Kamath
The Art of Editing	: Floyd F Baskette
ফটো সাংবাদিকতা	: নীরোদ রায়
ফটো সম্পাদনা লে-আউট ও ডিজাইন	: ফওজুল করিম

### **Course Teacher**

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