

Government PG College, AmbalaCantt Course

File(Session 2023-24)

Name of Faculty : Hitesh Bhardwaj

Course BAMC , ODD Semester

Govt PG College, AmbalaCantt

Department of Mass Communication & Journalism

B.A. Mass Communication

PROGRAMME OUTCOMES

On successful completion of the programme, the student will be able to:-

- PO1-** Acquire knowledge related to the discipline under study.
- PO2 -** Communicate and reflect effectively and efficiently on the issues related to the discipline.
- PO3-** Exhibit the professional skills and competencies acquired during the Programme of study.
- PO4-** Apply the knowledge and skills acquired in planning, organizing, evaluation and decision making.
- PO5-** Explore, analyze and provide solutions to the problems related to the discipline and life.
- PO6 -** Develop exposure to actual working environment leading to employability and entrepreneurship.
- PO7-** Exhibit scientific & research capabilities in academic, professional and general life pursuits.
- PO8-** Recognize, appreciate and follow ethical issues relating to the discipline and Society

Programme Specific Outcomes (PSOs)

After completing the undergraduate programme, a learner will be able to:

- PSO1 -** Acquire fundamental knowledge of Mass communication & Journalism and related study areas.
- PSO2 –** Learn communication and professional skills related to various fields of mass communication.
- PSO3 -** Become competent enough to undertake professional job as per demands and requirements of Media & Entertainment Industry.
- PSO4 -** Become ethically committed media professional adhering to the human values and the values of the Indian culture.
- PSO5 -** Acquire the primary research skills, understand the importance of innovation, entrepreneurship and global vision.

Paper- XII

Basics of Editing

Time: 3 Hrs.

Theory Marks: 50

Practical: 30

Internal Assessment: 20

Question paper for each theory paper will have two questions from each of the four units. Student will be required to answer any one question from each unit. Unit V of the question paper will have six questions out of which the student will be required to answer any four questions. Each unit will carry equal marks. Students have the option to answer some questions in Hindi and others in English but within an answer to a question the language should be pure (not bilingual) and correct.

Unit-I

Meaning, Definition and concept of editing, process of editing, significance of editing in journalism, Structure of news desk, nature of work and the role of news desk people .Difference between editing for newspaper and magazine.

Unit-II

Skill of editing, Do's and Don'ts of editing. Subbing of news and news reports, Qualities of sub editor, ability to analyse, synthesize, evaluate unfamiliar material critical thinking, understanding news worthy items. Role of news editor, Chief sub editor and copy editor in a news organisation,Function of News Agency

Unit-III

Headlines writing –types, Do's and Don'ts of headlines writing, functions and importance, Lead & its various types, Concept of 5w's, 1H, inverted style of news writing and its advantages, Brief introduction to printing technology, from letterpress to offset, Photo need and importance. Various applications of Photoshop.

Unit-IV

Concept of Dummy of newspaper and magazine. Page designing principles Lay out preparation for a newspaper. Use of computers in print production, DTP, Page maker, Quark Express & InDesign software and there applications.

Reference Books:

- Remnick, David Reporting, Picador Publishers, 2013
- Sehgal, Vivek Editing for Print and Electronic Media, Neha Publishers, 2010
- Raman, Usha, *Writing for the Media*, Oxford University Press, 2010
- Floyd Baskette and Jack Sissors, the Art of Editing, New York: Macmillan Publishing Co, 1986
- Jerry Lanson and Mitchell Stephens, Writing and Reporting the News, New York: Oxford University Press, 2008
- Sunil Saxena, Headline Writing, New Delhi: Sage Publications, 2006
- AmbrishSaxena, Fundamentals of Reporting and Editing, New Delhi: Kanishka Publishers, 2007

BAMCPaper- XII – Basics of Editing

Course objectives: The purpose of this paper is to familiarize the students with the basics of editing, to understand the concept of design and develop basic understanding of newspaper designing software.

Course Learning Outcomes:

After completing the Course, the student will be able to:

1. Understand the basics of editing.
2. Understand the process of editing
3. Understand about dummy, design and layout
4. Understand usage of newspaper designing software.

BAMC_SEMESTER _III_Basics of Editing

28-07-2023to25-11-2023

Week 1	Meaning,Definitionandconceptofediting,processof editing
Week 2	Significanceof editinginjournalism
Week 3	Structureofnewsdesk,natureof workandtheroleofnewsdeskpeople
Week 4	Differencebetweeneditingfornewspaperandmagazine.
Week 5	Skillofediting,Do'sandDon'tsof editing
Week 6	Subbingofnews andnewsreports,Qualitiesofsubeditor,abilitytoanalyse
Week 7	Synthesize,evaluateunfamiliarmaterial criticalthinking
Week 8	Roleofnewseditor,Chiefsubeditorand copyeditorinnewsorganisation
Week 9	Headlineswriting–types,Do'sandDon'tsofheadlineswriting
Week 10	Conceptof5w's,1H,invertedstyleofnewswritinganditsadvantages
Week 11	Briefintroductiontoprintingtechnology,fromletterpresstooffset
Week 12	Understandingnewsworthyitems
Week 13	Useof computersinprintproduction,DTP,Pagemaker
Week 14	Useof computersinprintproduction,DTP,Pagemaker
Week 15	QuarkExpress&InDesignsoftwareandthereapplications
Week 16	QuarkExpresssoftwareandthereapplications
Week 17	InDesignsoftwareandthereapplications
Week 18	(DiwaliVacations)
Week 19	RevisiontestAssignments
	ExamStarts25-11-2023