

Editing & Reporting for News Broadcast: An insider's view

At Ekattor Television

Tasnia Ameen

10103025

Department of English and Humanities

April 2014



BRAC University, Dhaka, Bangladesh

Editing & Reporting for News Broadcast: An insider's view

At Ekattor Television

A Report Submitted to

The Department of English and Humanities

Of

BRAC University

By

Tasnia Ameen

Student ID: 10103025

In Partial Fulfillment for the Requirements

For the Degree of

Bachelor of Arts in English

April 2014

Acknowledgement

First of all, I am thankful to my parents for getting me admitted in BRAC University and inspiring me in my academic endeavors. I would like to thank all the faculty members of English and Humanities Department of BRAC University for giving me proper directions during my undergraduate career. I would like to acknowledge and extend my heartfelt gratitude to Sayed Ishtiaque Reza who introduced me to the world of news and journalism. I wish to express my sincere gratitude to my supervisor Ms. Mushira Habib for her generous support. I owe a special note of gratitude to my colleagues and all the members of *Ekattor Television* for their generous support and friendly behavior. I want to thank my family members and all my friends for being there with me and helping me with their advice and support whenever needed. I am obliged to the Almighty for keeping me in good health for completing this paper.

Table of Content

Content	Page Number
1. INTRODUCTION.....	01-02
2. A BRIEF HISTORY OF <i>EKATTOR TELEVISION</i>	03-04
3. INTERNING AT <i>EKATTOR TELEVISION</i>	05-16
4. OBSERVING NEWS PRODUCTION DEPARTMENT’S JOB	17-34
I. BROADCASTING AND TECHNICA TERMINOLOGIES.....	18-21
II. SOME TECHNICAL TERMINOLOGIES.....	21-
	23
5. WORKS OF EDITING PANEL & PROGRAM CONTROL ROOM.....	24-26
6. REPORTING.....	27-31
7. MY EXPERIENCE ON REPORING.....	32-34
8. CONCLUSION.....	35

1. Introduction

Media and television has always been fascination for me. I still remember that when I was in class four my mother and father made it mandatory for me to watch BBC news every day. According to my father news expands our knowledge; understanding and attitude, towards the unknown world. It updates our knowledge with current events and issues. It has the power to unite as well as divide the world through the very process of; influencing, making, breaking, as well as shaping our thinking.

Surprisingly, though I was a kid it was not at all uninterested for me than watching cartoons. With my father and grandfather I used to watch different kinds of news, national, international, sports etc. However, as a child I was more allured to watch the lady news presenter or the picture and video of news rather than hear the news. I had a great flair for electronic media. I was very much willing to work in any reputed channel as a news presenter who presents the news through him/her we can know the updated news.

As I grew up, it always bothered me, why in the school essay “My aim in life” we do not write about any other occupation except doctor, engineer, and teacher? I have always wanted to know about journalists, people who work hard day and night to present the truth before us.

As I grew older and started to understand different aspects of the media world, I started to possess a strong urge to work in the media industry. I put my first footstep on the way of my dream when I declared doing my concentration in Media and Cultural Studies. Though my dream of working in the media emerged from watching news on television,

However, we know that things do not always work like fairytales or dreams, and hence, I made up my mind to work for print media or electronic media. The field of news has become a large part of the globalized world and I want to be a part of it.

I had the splendid opportunity to work as an intern in one of Bangladesh's leading television *Ekattor TV*. To get a great opportunity to do my internship at *Ekattor TV* was amazing news to me. I joined in *Ekattor TV* as an intern on 11th October and 12th October was my first day at office. I was so afraid but my first day at *Ekattor TV* was so helpful that I never felt I am an outsider in these days. I liked the environment of this office. My fears had totally gone about my internship for getting this friendly environment as well as helpful environment. I started working at the National Newsroom Desk. Though writing in electronic media is different and tough for me, I enjoyed it. Here I learned totally different type of writing which I have never learned.

At the end of my internship now I can say that if I did not get chance to work in electronic media I might missed many things. I am lucky that I get chance to work here. Actually had such work experience and opportunity to learn new and exciting things means a lot to me as this experience will be helpful for my future as well as building up career in electronic media.

2. Brief History of *Ekattor Television*



Logo of *Ekattor Television*

Ekattor Television, a private television channel began its journey with the slogan of "Songbad Noi Songzog". 1971 and the liberation war has a great influence in our life. The name of this channel Ekattor came from that time period, "Ekattor" which symbolizes our liberation war. From the beginning of its journey, this channel has become popular for its news. It has several news desks like International, National, Local, Sports, and Share business as well as News Ticker. Telecasting news regularly, mostly after one hour makes this channel different from other channels. This channel telecasts Bengali news. There is Share Business news (Artho & Banijjo), National news (Saradesh), International news, Sports news, Entertainment and Cultural news.

Ekattor Television is one of the leading channels of Bangladesh. It is the first HD satellite channel in Bangladesh. It broadcasts from its studio Dhaka, Bangladesh. *Ekattor Television* is planning to fast broadcast the latest news as soon as possible and earlier than all others. It has the technology which technology is world famous. Ekattor Television was integrated on July, 1998 as private limited companies under Companies Act 1994 and registered

with the Registrar of Joint Stock Companies of Bangladesh. It was accompanied with the backing of a leading group of Bangladesh Industrialists and businessman, investors in Europe and America and international financial agencies. *Ekattor Television* has a vast extension programme covering the needs of urban as well as rural audience

The channel is dedicated to the artistic production of television technology for Bengali speaking people all over the world. It presents a wide variety of programming including news, live commentaries, talk shows, live talk shows, religious shows, health shows, national and international sports shows, share business shows, music, puppet shows and many things. It also telecasts special programs for different festivals such as Eid, Puja, Christmas, Buddha Purnima, Nobarsha, Robindro joyonti, Najrul joyonti Valentine's Day and other special days. In addition, it broadcasts different types of programs about Bengali culture, history, religion, geography, people, language, and faiths responding to the needs of both national and international audience. This satellite has a huge coverage area across South-East Asia, and some part of India. Basically it is popular in West India.

In *Ekattor Television* many teams work relentlessly and continuously for effectively telecasting this continuous stream of news and current affairs. Reporters, producers, editors, broadcasters, video editors, cameramen are directly responsible for preparing news. Moreover, it has several desks like International, National, Local, Sports, and Share business where reporters, editors and producers work vigilantly. This channel is progressing day by day and if it is running like this, in future it will be the number one Television channel in Bangladesh. It will not be an overstatement if I say this channel has capability to become the one of the leading channels in the world.

3. Interning at *Ekattor Television*

Interning at *Ekattor Television* was a great experience as well as a life time opportunity to learn many things about electronic media. I had a chance to see how things work in the newsroom. My first introduction to media education was with Cultural studies, a course during my 3rd year, and it continued through Translation studies, Editing, Copywriting and Globalization and the Media and English for Print Media courses. I have learnt different types of work related to electronic media at *Ekattor Television* and I was able to relate it to the things I have learnt in my media courses. Furthermore, this experience will be helpful for my future as well. One thing I realized especially well is that studying media and working in the same field are very different.

The memorable thing for me is that I have met a lot of people and made many good friends at *Ekattor Television*. One thing I would say is that practical implication varies from the theories, so I found that studying media and working in the media are not same. While studying, there was no responsibility, no fear that my work can hamper anyone's work or reputation. At office, there are a lot of responsibilities; responsibility towards other colleagues because everyone's job is linked to each other, responsibility towards the channel, responsibility towards myself. Also, there was pressure to prove myself a better intern for the sake of reputation of my university as well as my department.

The director of news:

Sayed Ishtiaque Reza is the Director of news and current affairs of Ekattor TV. He deals with the news editing sectors. He is actually head of the newsroom. His main job is to look after all sorts of jobs in the newsroom. In short, he is the Editor in Chief. He is the Head of News too. He has to look after both the administrative and journalistic sections. He usually takes the news

decisions. He also deals with the appointment of workers in the newsroom. Who will be appointed in the newsroom as well as for which post is decided by him.

Chief News Editor:

MD. Ruhul Ali is the Chief News Editor. He mainly controls other news editors. If news editors have confusion regarding news then he deals with that. He also does some sort of administrative jobs.

Senior Newsroom Editors:

Different news for example national, international, sport has different senior Newsroom Editor. They decide which news will go on the television and they edit and reports news. They mainly decide which news will be aired on the television and in which form, whether it will be package or out of vision (oov). Whether they will make package or “oov” is decided by them. He also does the job of editing and reporting.

Chief Reporter:

The chief reporter normally gives assignments to the reporters. He decides who will go for reporting as well as who will cover which report and when to go for reporting etc. All the reporters work under him. He distributes the work among the reporters.

Sub- Newsroom Editors:

There are four sub-newsroom editors. They edit reports written by the Staff Correspondents, they prepare news from the reports and they also assist the Senior Newsroom Editor to run the newsroom.

News Presenters:

There are Eight News Presenters at *Ekattor Television*. Their job is presenting news but they also work as news editor. I think they have the most difficult job in the newsroom, because

if they fail to present the news properly; no one will watch the news no matter how good the news scripts are.

Reporters:

Senior Newsroom Editor and Sub Newsroom Editors also work as reporters for news. Here newsroom editors fulfil the duties of both editors as well as reporters.

News writing for electronic media is different from writing for print media. After taking other media courses for the first three years, I found writing news for electronic media is very different from academic writing. Within four or five sentence I had to explain the whole news. It is different and difficult because it is not always an easy task to prepare news using simple language and less sentences. While writing for *Ekattor Television*, I had to familiarize myself with *Ekattor Television* news writing methods, which are considerably difficult for me because it is a Bengali news channel and I had to write news in Bengali.

Sometimes they prepare news from reporters' unedited large news to smaller ones and give them perfect shape. In fact, while preparing news items, language has to be very straightforward but catchy to the viewers because it is electronic media not newspaper otherwise viewers can change the channel by using remote control. By including 5 Ws and 1 H question within the news, news items can be straightforward and catchy to the viewers. During preparation of news items editors do not mention age of any Prime Minister, President and other renowned person if not necessary.

Moreover, putting a perfect title is an important part of any typed news. After editing or preparing any news item we should always hit the justify command because it creates a clean look along the left and right side of the page. Every news report is written in several paragraphs and the standard word limit for each paragraph is 60-79 words, especially for the OOV (Out Of

Vision). News items about the Prime Minister, opposition chief leader and packages on legendary people may contain more than 80-90 words. In fact important news should not be omitted in any case. These news items in particular, are made the lead items as the part of the requirement of the day. The title of the OOV should be prepared in this way- “Weather /oov/Laila”. All this is done using the *inverted pyramid* method of course where the 5Ws and 1H are in the lead paragraph.

At *Ekattor Television*, I did particular types of work. I had to prepare OOV, based on international, national, business and sports news items. I also did editing here. I practically observed how packages are made by my instructor. It is a kind of news with more detail, and to a certain extent different from other news items. The length of the news package is more than 125 words. It should have an introduction, body and end with pay off. Sometimes, a good package can bring some goodwill for the channel. I also got a good idea of how news and packages are prepared, made ready and get on-air for the public to watch.

The different sections of *Ekattor Television* are as follows:

- **International Desk:** This desk collects news from internet by browsing a few renowned websites, such as *BBC*, *CNN*, *Reuters* and *Al Jazeera*. International reporters stay in office, since news comes from different online sources, and countries.
- **National Desk:** I mainly worked in the national desk. This desk collects news from their agents who are working in the entire country. Bangladesh is divided into seven divisions by district name. They are also responsible for collecting news and giving news updates. National reporters also stay in office, since news comes from different sectors and parts of countries.

- **Sports Desk:** Sports news items are of two types, international and national. National sports reporters sometimes physically visit and collect news from the venue where sports take place. Reporters also collect news directly from sporting events and sport individuals like players, coaches, managers etc. Besides, they visit stadiums all around the nation, produce reports from score cards and press releases by translating. Moreover, international sports reporters sometime collect news from internet or their agent.

Under my instructor, I prepared some sports news items. I found this to be difficult, since I had very little knowledge on those sports topics. In fact, sports news items have a language that is different and unique. Therefore, years of experience, good knowledge and interest on sports issues are needed to be an expert sports news editor. Preparing news on sports issues was not an easy job for me and I always found preparing sports news difficult. I have learned from my instructor that if we find difficulty while preparing news items then we should talk to a reporter about those issues. Therefore, during preparation of any types of news, an editor needs to cooperate with people from other sectors such reporters, producers and presenters. For this reason he told me to go to the sports news editor.

- **Business Desk:** Share business news items are mainly prepared by business reporter in this desk. They prepare news items from DSE (Dhaka Stock Exchange), CSE (Chittagong Stock Exchange) and BSEC (The Bangladesh Securities and Exchange Commission) website. I have prepared a few news items for the Business desk and found it difficult while preparing them.

Calorie Rich, in the book titled *Writing and Reporting News: A Coaching Method* says that whether anyone writing for print, broadcast or online media, one needs to master the basic skills

of reporting and writing. There are four steps constitute the basic process for all news stories. Those are:

Conceive the Idea:

At this stage editor/reporter develops the idea for the story. If he/she covering an event such as an accident, he/she needs to start with the idea-the main point of what occurred.

Collect:

This is the reporting stage. Before conducting any interview reporter should look for background information.

Construct:

This is the planning and writing stage. Before writing a story editor should make a plan for it. A good writer does not write a story without a plan.

Correct:

After writing the story/news editor should check it again and again. After checking it he/she can make changes if it is necessary and if there is time (12).

Ekattor Television always wants to present the reality to the world and the people who are working here are only trained to present all the accurate news to the nation. All the employees working in the newsroom are promised to provide the factual information to the world. *Ekattor Television* is strictly prohibited to practice Yellow Journalism. Sometimes there is political pressure while giving some sort of news which can affect the reputation of a particular political party or there is some sort of news which political parties pressure not to telecast. *Ekattor Television* never cares about it. It believes whatever the situation is; it will raise voice for the truth and it will tell the truth to the viewers who believe that electronic media is giving them the

exact information. Videos of news, rundown, reports as well as information regarding newsroom cannot go outside the newsroom. It is strictly prohibited in the channel.

During my internship session at *Ekattor Television*, I did specific types of work. I had to prepare news based on the reports which were given to me. I had prepared national news, international news, sports news as well as headlines. I prepared electronic report, made packages on special occasions such as package on National Mourning Day, price of kitchen Market during Ramadan etc. I have learnt all the technical aspects of the newsroom. I saw how the editing panel works, how Program Control Room (PCR) works. Last but not least, I also had an exciting and interesting experience regarding reporting. I learnt how to do spot reporting as well as how to prepare reports for news. I also got a good idea of how news is prepared for the public to grab their attention so that they watch it. There are lots of television channels in Bangladesh. So it is a question of why will the people watches the news of a specific channel. Here, I have learnt what can attract people to watch news of a particular channel. The main thing is that, the more information a channel can provide to the public, the more the public will be interested to watch that channel's news. People want lots of information about the actual news so this needs to be kept in mind while preparing news.

I prepared lots of news items during my internship session and I will be describing all the things that I have learnt at *Ekattor Television* in this report.

Preparation of News:

News stories can be defined as fresh, unpublished, uncommon and interesting. The first three elements are essential within news stories. In fact, interesting news does not always happen.

News can be described as newsworthy information about current actions or events. Jackie Harrison, in the book titled *News* says that “news is an orientation towards truth through truthful accounts of contemporary events” (2). Before going into the details of the preparation of news, it is necessary to know the things that make a story newsworthy. An incident about a man who is my relative injured in a car accident never becomes a news; on the other hand if a political leader has such an accident then it becomes news. Incident is same but one becomes news and another one is not. To know the reason behind this, it is essential to mention the things or factors that should be included in a story which can make it newsworthy. From my English for Print Media course, I have learnt that there are few factors or new qualities, which are considered when deciding if a story is newsworthy. When an editor decides whether to run a particular story as news, he will try to find out if the story meets each of these criteria. If there are a lot of newsworthy stories on a particular day then some stories will be dropped.

The news worthy factors are:

1. **Consequences-** Consequences of events can make it important.
2. **Prominence-** Famous people like political leaders, TV stars get more exposure only because they are famous and people are interested in their lives. If a common man breaks his arm it will not make the news, but if Bollywood superstar Amir Khan breaks his arm it will be big news.
3. **Proximity-** Stories which happen near to us are more significant. The closer the story to people, the more newsworthy it is. For Bangladeshi people, a car accident in Australia is not more significant than news of an accident that took place in Bangladesh.

4. **Immediacy**- It plays a role in many news decisions. For example, if the death of Humaun Ahmed was reported a week after he died, the news of his death would not have same impact.
5. **Oddity**- Anything unusual is newsworthy. For example, a baby born with two heads.

These are the most important news worthy factors of news stories. There are also many factors that can be included in news stories too. They are: Relevance, Simplification, Predictability, Unexpectedness, Continuity, Composition, Elite people, Elite nations, Negativity, News fashion, Development, Source, Knowledge, Readers and Context.

Calorie Rich, in the book titled *Writing and Reporting News: A Coaching Method* says that Definitions of news are changing but there are some traditional qualities of news. These are given below:

Timing:

According to Harrison, “news assumed an immediacy and capacity for reporting events which rendered the ‘here and now’ as a standard for global reporting-any event, anytime, anywhere” (7). News means the things which are new. Issues which are recent are good news. People like to receive the latest updates. They do not bother with the old news. There is some special news in which people show their interest after passing many days. For example: murder of journalist couple. It has almost two year since they were killed but still people show interest in their murder issue. A story needs to be told quickly to make it newsworthy. If it happened today, it is news. If the same thing happened last week, it is no longer news as people will not show their interest about the incidents that took place seven days ago.

Significance:

Five people died in a clash might not be the leading news of the day but hundreds of people dying in an accident is more significant than a clash where five people died. The number of people affected by a story is important for news.

Conflict:

Stories involving conflicts that people have with government or other people are always newsworthy.

Unusual Nature:

Out –of- the- ordinary events, or people engaged in unusual activities are newsworthy.

Impact:

Reaction stories to news events that affect readers have impact, especially when major national stories occur in any community.

Human Interest:

Stories become newsworthy when people show their interest in it. People aim to evoke reactions such as enjoyment or sadness. Whatever the news is people need to show their interest in it.

Entertainment:

Stories that entertain readers make them feel good or help them to enjoy their leisure time have entertain value. For example, Sports news can be classified as entertainment (13-14).

These are the things that make a story newsworthy. When an editor gets newsworthy stories it becomes difficult for him to choose what to air and what not to air. After choosing the news, he along with his team starts the preparation of news. It is obvious that preparation of news is the most challenging job in the newsroom. Raza Elahi, in the book titled *How To Become A Good Journalist* says that not every story has to make use of all the elements known to journalism in equal degree. But every story needs to be carefully judged whether it has what it needs to be a good story. All stories should have a clear and crisp introduction which should be accurate and probably have all 5Ws and an H, which stands for Who, What, Why, When, Where and How (7). An editor needs to answer these six questions in his news while preparing factual news stories. They are important while preparing news items because news is incomplete without the answer to these six questions.

According to Rudyard Kipling in the chapter titled “Writing News” in the book *Writing for Journalists* by W. Hicks

“I keep six honest serving-men

(They taught me all I knew);

Their names are What and When and Why

And How and Where and Who” (15).

Once these six questions have been answered, the news writer has to become more cautious about shaping the body information of the news. There are some other important issues

that they keep in mind while preparing news items. These includes why they are transforming the information into news, who is the target audience, what is the main subject of the news and about specific news they are looking for etc. A news reporter can never use 'I' when writing news items. They are expected to be the most neutral people and so that they have to speak in an objective voice.

4. Observing news production department's job

During my internship in *Ekattor Television*, I mainly observed the detailed work that is done behind news production. I observed work of the production team. Here, I learned how to prepare, cover and telecast news. I also observed how to operate auto-script machine in the newsroom and how the news presenters read news from this auto-script.

According to Herbert Zettl in the *Television Production Handbook*, production means “The actual activities in which an event is recorded and/or televised” (3). He believed that production process is not an easy job and he found that one of the main problems of learning television production is “to understand the function of one piece of equipment or production phase, you should already know all the others” (3). As a result, we need to understand the main technical things for learning the job of the news production department. The staffs of the production department are generally known as producers, who are “assigned exclusively to the production of news, documentaries, and special events” (3).

In fact, the news items go through a process of production before it gets telecasted. First of all, the reporters bring the news to the newsroom from different spots. For urgent situation, they send e-mails, and make phone calls from the spot. Then, the senior reporters check the accuracy of the news. They also make sure that the sources are reliable and the angles of looking at the news items in their reports are appropriate. After checking, he sends the news to the editing department. Here, spelling mistakes are corrected. After that national, international, business and sports items are checked by desk reporters. The news drafts go to the news presenter as news script (hard copy) and auto-script (soft copy). The news presenters read all the news from the auto-script machine. Finally, the news items are on-aired and broadcasted through channel to the whole country.

Broadcasting and technical Terminologies:

Presentation of news is always driven by an urge to achieve a level of authenticity, creativity and objectivity. Some basic technical terminologies are related with broadcasting or presentation of news. I have explained some basic technical terminologies of newsroom production department.

OOV (Out Of Vision): During OOV, the presenters stay on-air and remain invisible to us but we can hear their voice. With the presenters' voice, we can see synchronized video or audio footage. The standard word limit of "oov" is 70 for English and 30 for Bangla. Because a presenter can present two words in one second in Bangla and in English they can present three words in one second.

Sync (Synchronization): Sync is something that is used to support anyone's word whether by video or audio footage. During news presentation, presenters come up with the opinion and interview of special people related to the news stories with the audio footage or video for two/three seconds and this is known as 'Sync'.

OOV + Sync: If video editor adds the OOV with footage and the producer plays both OOV and Sync together then it is called "OOV + Sync". It is another form of OOV along with significant interviews of correlated people for that reason, this form of news is called as 'OOV and Sync'.

Gfx (Graphics): When footage of any news item does not reach at hand the producer, and producer shows the pictures of that incident/event, it is called "Gfx". For example, on the occasion of BNP's 35th founding anniversary, the reporter could not collect the video footage except some pictures in terms of emergency news.

I.V (In Vision): If there is no time to make any “OOV” or “Package” while telecasting a breaking news or any news that is very important, then editors pass the very raw news to the producers and the producers send that news to the presenter directly. In that case, the news presenter remains in front of the camera and read that raw news to the audience. In news terminology, this is known as I.V. (In Vision). Here just the news presenters are in vision and they can present news without showing any video or audio footage.

Phono: If a reporter is present at the news spot, the broadcast station tries to communicate with the reporter live and they talk to give more ongoing information about the incident, mostly when the news is being broadcasted at the same time. This way of presenting news is known as ‘phono’ or ‘studio’. Sometimes producers broadcasted video and voice clippings. For example: the famous trial verdict (which was capital punishment) of Jamaat leader Quader Molla, and Mujahid were broadcasted to Ekattor TV.

Vox pop: Sometimes, some news items consist of public reaction. If reporters while doing any assignment, interview a lot people and put that into the news, it is then called ‘Vox pop’ in news terminology.

Pkg (Package): Ted White, in the book titled *Broadcast News Writing, Reporting and Producing* says that “package has all elements that bring a story alive: good pictures, interesting sound bites, and a well written script” (17). A news package is usually the longest type of storytelling. This is a self-contained taped news report. Usually, the news presenter will read an introduction live, and then the pre-recorded story will be shown. In news package, we can see the appearance of a reporter talking to the camera. This is called a "stand up" because the reporter is often seen standing in front of the camera on the scene of the story. Standard time duration of

package is 1 minute 30 seconds and standard word limitation is 150. A package consists of link, voiceover, voxpop, sync, and byte. Link is presented by the presenter. Here viewers can see the presenter as well as hear his voice. Voice over is when we can hear reporter's voice. Voxpop is voice of people. This means when people talk to reporters in the news. In voxpop, we can hear more than one person talking. Sync is the short form of synchronized. Here we can hear the direct words of people who are related to the news. For example, if any political leader comments on some issue then he will be seen in the television. We will see him as well as will hear his voice. Byte is also people's voice. Timing of it depends on the context of the package. The difference between byte and voxpop is that, in byte, we can only hear only one person's voice wherever in voxpop can hear more than one person's talk. It takes less time than voxpop. There is another term "Ups" which is surface sound. It is a kind of news with more detail, and to a certain extent different from other news items. The length of the news package is more than 125 words. It depends on the information which was gathered for video or audio footage. But news items with footage and still pictures have even greater importance than those news items without footage and still pictures. It includes most recent and significant incidents inside and outside the country. Reporters make packages of certain news items that has great importance like the National Mourning Day, ABM Musa's death etc. Mostly presenters start the news with two or three important sentences and then reporters start their packages. While telecasting a package the presenter remains unseen to us, we even cannot hear their voice. On the other hand, when reporters do spot reporting we can hear their voice and we can also see them. Sometimes we can see the reporter reporting at the end of the package. Occasionally, the reporter states his/her opinion about the specific package. For example: In the package of the legendary writer Humayun Ahmed death anniversary, the reporter talked about his life and achievements.

News Ticker: A news ticker is an electronically broadcasted scroll that provides the latest news information. News ticker data reflects the most recent changes in the world. News ticker data is broadcasted on virtually all news channels, including *Ekattor Television*. News ticker can be transmitted via internet.

Some Technical Things:

Some technical things like PC, camera, TV, microphone etc play an important role in the production department to broadcast a news item.

‘Win plus’ (a PC) monitors and guides presenter’s script replacement. ‘Wasp 3D’ (another PC) deals with the telecast of the presenter’s names is titled as ‘Phono-card’/ ‘Aston’ (the name and identity of the speaker, which we can see at the bottom of the TV screen). Sometimes live news items are telecasted in two boxes or three boxes depending on how much live news a producer requires to be telecasted. A PC named PVW (Preview) previews what is shown before telecasting a news item. The main job of ‘Online Video CONSOL’ (a PC) is telecasting online videos. In terms of telecasting news, ‘Online Video CONSOL’ and ‘Play out’ (a pc) are vital things to a sound editor. ‘Play out’ has a variety of sections such as play out-1, 2, 3 and so on.

‘Robotic Camera’ is used to capture the presenters’ news items and control their position in the TV screen. The ‘Sound-CONSOL’ maintains all kinds of sound based problems like voice up-down. Producers use the term PGM to refer to program. When the video is directly cut down, it is edited by video editor before it is aired. MCR hands over news to PCR and it is essential to maintain connection between those two terms. In the news room a senior news producer, leads

the whole news production team. There are three routers for video panel where video editors route video of various things.

There are two people in the newsroom who are from the broadcasting team. One person operates the VTR tape and another operates the auto-script machine.

The senior producer has a microphone which is used to communicate with the news presenters. The presenters handover the telecasting power to the production team at the beginning of the live news items. After the telecasting, it is again handed over to the presentation team. The person who controls the VTR player always remains ready with all the cassettes. He plays the cassettes following the instruction of the senior news producer. He gives a warning when the cassettes are about to finish. There are two VTR players in the newsroom and the VTR operator also gives direction to the broadcasting team about which VTR player should be used to play the cassette. Another producer controls the auto-scripts. The news presenters read the news from the auto-script (a monitor where all the news is written) and they have a talkback in their ears. They can listen to all the instructions from the senior producer. Sometimes when the news presenters are prompted about any problem or something coming on the way of the camera, the producer gives the instruction with the talkback. If any news arrives during telecasting, then the editor gives two scripts (hard copy) to the producer who keeps one for himself and gives the other to the news presenters. The senior producer gives instructions to the presenters while they are presenting the news. Sometimes, when the auto-script hangs and the presenter cannot see anything, the senior producer asks the presenters to read the news from their scripts. If the hard copy of the news does not reach the presenters, then the senior producer asks to read their news from the auto-script. I practically observed how to run the machine and move it. In fact, the presenter has to keep pace with the race of machine.

Electronic media report is made up of technicalities like 'Voice-Over', 'Synchronization', 'Sound-up' and many others. To make a package producers synchronize the video footage with 'Voice-Over' and 'Sound-up'. It is important that the voice-over complies with the footage. If sound-up plays the sound of the Guard of Honor but the video footage shows the Prime Minister is observing milad during National Mourning day then it creates a mismatch and the viewers are left confused. Hence, the combination of Voice-over, Synchronization, Sound-up put things in order. Here I was taught how to give 'Voice Over' by using microphone, technically known as Boom. The term 'ambient' is a type of sound up. Voice over synchronizes with the footage, and footage length depends on the length of the news items. The sound editors edit the sounds in the video-editing panel.

5. Works of Editing Panel & Program Control Room:

Sound editors edit the sound in the video editing panel. I was taught how to prepare an electronic media report based on things like voice-over, synchronisation, sound-up and many other things. In the video editing panel, sound editors mainly synchronize the video footage and the sound. For example, if a reporter is telling that people are casting their votes but the video footage shows the counting of vote then it will be a mismatch. So they bring both the sound and video together. I also saw how a reporter gives voice to reports over microphone and the name of this microphone is Boom. When I went to the editing panel to see how a reporter gives voice to a report; I came to know that they use M-Audio sound card to give voice to a report. The total time duration of the package which I saw was 1 minute 19 seconds. I saw the synchronization of voice over with the video footage. I came to know that footage length depends on the demand of news. I became familiar with a few new terms such as pay-off, Nat (Network Address Translation), ambient. Pay-off is when a reporter tells his name and the name of the Television channel after reporting. Before Pay-off there is sound up which means natural sound or surface sound of that place. Nat, ambient is also a kind of sound up.

Live on air co-ordination:

There are three units involved in “Live on air co-ordination.” They are broadcasting, production and in house units. Broadcasting is a technical unit which controls all the technical issues of the news. Program Control Room (PCR) and Master Control Room (MCR) are part of it. PCR controls the technical aspects of news and MCR controls all the technical aspects of *Ekattor Television*. The script director works in the production unit. All the editors who usually edit and prepare news are in a unit called “in house units”.

Program Control Room:

I encountered new things during my internship experience when my instructor allowed me to go to the Program Control Room (PCR) with the News Producer. In addition to that, he took me to the PCR before the starting of 12pm news bulletin. He explained me every detail of PCR as well as how they control news and put them on air, along with the other technical things. When I went to PCR I saw that the room was full of technical machines which I have never seen before. I did not know the names of those machines. At first, the News Producer introduced me to Online Video Editor, Sound Editor and other people who work in the PCR. The very first machine that I saw was BTR. This machine captured all the on aired news, videos etc. so that on aired news or videos can be seen later if needed. There were so many computers and monitors in that room. In the 1st computer they use Win Plus software. Through this computer they handle presenter's script which they call auto queue and through this software they also give guidelines to the presenter. In case of replacing news or changing news they use this computer. In the 2nd computer they use Wasp-3D software. Through this software they control Phonocard, Aston (Presenter's name), live videos, 2-box, 3-box etc. How many boxes will be shown live depends on the news. Then I saw Robotic Consol which controls the Robotic Camera. The Robotic camera lies in the presenter's place. Then I saw Sound Consol which controls all types of sounds. If there is any problem with sound or if there is need to fix the sound, for example; if the presenter's voice needs to up or down then the Sound Consol will control it. After that there is the Online Video Consol which is maintained by the Online Video Editor. He mainly decides which video will be on air or which will not. Another computer was PGM which stands for Program. It monitors the video which will be on air. Another computer is for PVW which stands for preview. It previews the video and then transfers to PGM. Then there was play-out 1, play-

out 2 where all the videos are captured. Editing panel sends their edited or unedited video footage to Play-out section. The News Producer said that the play-out section, PGM and Video Online Consol is the main part of PCR. Then there is the router section where I saw Router-1, Router-2, and Router-3 etc. This section usually routes the videos. This section monitors the entire editing panel. In case of emergency or if the editing panel somehow fails to give the edited video footage, the router section directly takes the video from the editing panel and transfers it to PGM. The Online Video Editor mainly controls the Router Section. Then, I saw the live news bulletin of 12pm and how they were working and how News Producer gives direction to all the sections. After the news he said he has to maintain connection with Master Control Room (MCR). MCR gives the entire news related work to PCR. He again said if one section fails to do its duty properly the entire PCR will be affected because all the sections of PCR are dependent on each other. He said working in PCR is risky because if a little problem occurs it will affect the on aired news which will hamper the reputation of the Channel.

6. Reporting:

Reporting is the presentation of news which is presented by reporters. Through reporting reporters collect or gathers information about current events. Reporters do it through interviews, investigations and observation. Reporters are given directions by editors to cover a particular event, known as assignments. They may be general assignments or special ones. Mainly reporters work with the packages. Normally we can see reporter's activities in packages. In package, reporters mainly do voice over, PTC (piece to camera) and pay off part. I have mentioned it before that in voice over we can hear reporter's voice and in PTC reporters mainly conclude their story and we can see him and payoff is similar to PTC but we cannot see reporters in payoff. Sometimes we can see reporters in Byte only when it is necessary, but they will not provide information in byte. I have mentioned about byte earlier in this paper. Repetition is prohibited in reporting but reporters can use references. There are some important things that reporters usually follow while reporting as well. They are given below:

How Reporters get News Stories:

Ted White, in the book titled *Broadcast News Writing, Reporting and Producing* says that there are some ways to get news stories for reporters. Those are given below:

Interviews:

Reporters can get stories through interviewing people who are connected with an event or incident. Television reporters take the opinion of people and sometimes they conduct long interviews with important people. There are some techniques to interview people while reporting. These techniques are given below:

- Has to study the topic and the person whom the reporter is going to interview.

- Asking questions that cannot be answered in yes or no
- Question should be precise or specific. Reporters have to decide how to ask question before the interview so that he/she gets appropriate answers from the interviewee just the way he/she wants.
- Reporters should establish their domination to the interviewee so that he/she will not ignore the reporters.
- Sometimes reporters pamper their sources to get more information.

Listening:

The second important thing for a reporter to get good stories is to listen to others. Through listening he can get important information which he can use as news stories.

Press conferences:

Another major source of news is the press conference. Leaders of political parties, important personality of society, Ministers, Organizations and Associations hold press conferences regularly from which reporters get their stories.

Covering events:

Reporters cover many events for their publications, channels or new bulletins. The coverage depends upon the importance of the event. This coverage gives them news stories.

There are some tasks that reporters usually do before reporting. Those are given below:

Before Giving PTC:

Before giving PTC reporters need to think about their background. They will not give it against sunlight. Sunlight may spoil their video because if any video is taken against sunlight, it becomes dark so they need to be concerned about sunlight. Another thing needs to be considered and that is matching of dress and background. If the background's colour and dress colour is

same then the video will not be good. Thus, a reporter should be alert about the location before giving PTC.

Why reporters give PTC:

- Sometimes it adds richness to the report
- To have visual support
- To conclude the story

Types of PTC:

- **Start PTC:**

It makes the story dramatic. Avoiding start PTC is better for the reporters.

- **Mid PTC:**

If there are two different subjects in any story then to joint those together reporters use Mid PTC.

- **End PTC:**

The most used PTC is in End PTC. Reporters use it to conclude the story. (15).

What Makes a Reporter's Story Good?

Reporters have a busy schedule. Usually, they do not get sufficient time to write the story properly after collecting the information. So they work in hurry which sometimes makes their stories bad. But even in such a situation, they should keep in mind that the reader will enjoy a good story and they will remember a well written story for a long time. According to White, a good news report should have a few qualities. Those are:

Clarity:

A report should be in simple language. It should not be ambiguous. It should satisfy the reader's curiosity.

Focus:

A report should focus on the main theme of the subject. Their main job is to fulfill the reader's expectation by giving the news story proper information and substance.

Objectivity:

The report must be objective. He/she should never take sides. Their personal bias should not be reflected in the story. If there are two sides to a story, both should be given in the report.

Credibility:

A report should be credible. Before preparing the report, the reporter should crosscheck the facts and figures. It is always better to revise the copy before sending it to the editor (14).

Trauma Reporting:

I have learned very few things about trauma reporting. Trauma reporting shows people's sufferings. For example, reporting on natural disaster and accident is trauma reporting. In recent days, after the Rana Plaza accident some of the Bangladeshi reporters are being criticized for their questions. The most criticized question is "How are you feeling?" They are asking it to the victim's family members or asking the question to any victim who is fighting against death. This type of question is extremely prohibited in reporting and it can be asked only when the incident is positive or something that can make people happy.

Some important things for reporters before shooting:

According to Whitaker et al, there are some important things which are needed to remember before shooting. They are given below:

1. Reporter has to research the subject.

2. Reporters can take online help so that they can give proper direction to the camera person.
3. Reporters should check their shopping list. Shopping list is the things which will be needed to make a story. For example, if a reporter goes for a crime report, it would be good for him to know
 - Statistics
 - Source
 - Appropriate interviewee
 - Place for perfect visual
 - Preparation for graphics(talking to graphics men)
 - Checking the archive(where different types of videos are stored)
 - Discuss with the camera person
4. Checking the equipment list, for example, tripod, camera, cable, microphone, boom, lapel, extra tape/memory card (283).

7. My experience on reporting

Lastly I observed the reporting section during my internship period in *Ekattor Television*. The reporting took place on a hartal day which called by Jamaat-E-Islami to protest against the Supreme Court verdict of Jamaat leader, Quader Molla's capital punishment. I have gathered a lot of experience in terms of on-spot reporting. I was directed by the group of reporters and cameramen. First of all they ensured my safety in case of any uncertain incident on the day of the hartal. At the same time, I was also directed on how to load exclusive and special footage with the help of the cameraperson. I saw a little clash between the pro-hartal activists and the law-enforcers that took place in Mohakhali, Farmgate, and Bijoy-Shoroni of Dhaka area. However, the actions taken by the police force prevented such clashes from turning into a bitter turmoil. I also experienced a little bit of cocktail explosions and hit-and run attacks of hartal supporters. Although the clashes were minor, I became extremely anxious and nervous. The reporters told me not to be frightened because it is a usual occurrence on hartal days and they were around me to ensure my safety. They told me that a reporter has to be a brave person and always has to face difficult and risky situations with a brave heart. So, reporting is not a very easy job. The reporters along with the cameraperson may have to cover very risky and difficult incidents like strikes, floods, earthquake, wars etc. A reporter needs to think about his/her duties first not about his/her emotion. Their duty is to sort out the entire unknown news from the spot and bring those to the public who have the right to know everything. Reporting is all about passion for the profession, love for the nation, and respect for the people. If anyone has all the qualities mentioned before, he or she will do very well in this profession.

It was truly an exciting and awe-inspiring day of my life. If I compare between reporting and editing, I would say reporting is a self-motivated and active job with lots of challenges,

which I like now after observing that day. But an editor needs more skills, good sense of grammar and years of experience. Finding and preparing a sensible report is not an easy job for anyone, so the links and communication skills are pre-requisites for a reporter. Suppose, a cricket reporter has to cover two cricket events at the same time when there is no other reporter available at the news desk. He or she cannot be present at the same time in two different places. If he/ she has a good link with other sports reporters from other channels, he/ she can collect the information or even the whole report. Later, he or she can write a new report by using that report and can also browse online sources. In addition to that, with so much happening in the national and local news every day, a reporter cannot always be aware of the important events. A phone call from other reporters from different channels and online sources always helps in such a case. Therefore, the person with more links, having interest to acquire knowledge of the outside world, and with good communication skills and years of experience will do wonder in this profession.

In fact, reporting consists of those people who run for the news items, and run to discover the truth from the spot. The only motto for them is finding out the actual truth. Every reporter has their individual allotted assignment from different categories like crime, sports, business reporting. These are assigned the previous night. Reporters have to contact the newsroom to know their given assignment for the next day. The chief reporter of the desk basically decides it. Before leaving for the shooting spot a reporter should research on that particular incident, plan for a shopping list and finally check the equipments. The reporter should observe the cameraman. He/ she needs to observe where they go and collect shots from. He/she should give instructions to the cameraman in terms of taking any shoot. At the end of the reporting, the reporter should check those pictures and video footage to see whether those things were related to the incident or not. After reaching the spot, the reporter should observe the situation first and

not start taking notes because observing and understanding the situation first is what a good reporter should do. Note taking before reporting news is also an essential job of a reporter. I also came to know from a reporter how to report news from a TV screen.

While reporting news reporters have their own perceptions or angles. Therefore, from their different perceptions they telecast their report through the channel. Before that they should describe what and how they observe any news incident in terms of their own angle. According to Herbert Zettl, “The angle is a specific story focus, a point of view from which to look at and describe an event” (5). He also insisted that, “angle can lead to an obvious bias of who tells the story, or it can be subtler and make a story more interesting to watch” (5). For example, if there is a road accident in a highway between a bus and truck and many people die on the spot, then a reporter may claim that it is the fault of the truck driver, he was drunk or he may not have been an expert driver. On the other hand, another reporter may say that it is a fault of the bus driver because of his carelessness. The other reporter may focus on the government’s fault since they should build divider within the road to decrease this type of road accident. Hence, this is how the perspectives of reporters differ from one to the other and it also gets reflected in their reports. In fact, they have to be very careful about reporting the news from a neutral angle because sometimes they get threatened by powerful people.

Reporters can also use an angle that gives the story a specific approach without introducing a strong bias. For example, if a reporter takes a private interview of any political leader in his/her office then it will be a more private “looking-into” (Zettl 5) point of view of the reporter. On the other hand if a reporter observes him/ her while he/ she is talking in a conference then it will be a more public “looking-at” (5) point of view of the reporter.

8. Conclusion

This report focuses on the news production of *Ekattor Television*. Three months is a short time for an internship but I have tried my best to learn from my experience. All the people, whom I work at *Ekattor Television*, are so gracious that I never felt I was doing an internship there, but felt like I was in an office working with colleague. In fact, they are very skilled and disciplined. I liked the atmosphere of this office a lot. I have experienced how a group of people from different backgrounds work in a friendly and reverential atmosphere. This experience may not have taught me every aspect of journalism and newsroom editing, but it has extended my knowledge of it. I mainly observed the work that is done behind news production in details and I also observed the work of the production team. People working in this department are mechanized since they always stay busy with machine and other technological things. The production team of this channel was kind enough to give me the opportunity to learn the technological terminologies practically. I also loved the work with the reporter and cameraman teams and learnt many things from them. The reporter and cameraman teams of this channel are very energetic and enthusiastic. The teams were scattered and this made me more interested to observe their work. The experience of working with both the teams was great for me.

To sum up, I have gathered rich experience and knowledge by interning at *Ekattor Television*. I never realized how fast time flew when I was gathering and observing news items from the *Ekattor Television*. Within this short period I came to know that being a journalist or a reporter is not as elegant as people think it to be. It is hard and also motivating at the same time this has made me more interested in continuing with this work in the future as well.

Work Cited

1. Rich, Calorie. *Writing and Reporting News: A Coaching Method*: Boston, MA: Cengage Wadsworth; 7th ed.2013.
2. Harrison, Jackie. *News*: Routledge: Atlantic Publishers, 2005.
3. White, Ted. *Broadcast News Writing, Reporting and Producing*: n. p.:5th ed.2010.
4. Whitaker, Ramsey, et al. *Mediawriting: Print, Broadcast, and Public Relations*: n. p., 2012.
5. Details of: *Ekattor Television*. 2014. Directory of Bangladeshi media. 1January.2014.
<<http://media-bangladesh.com/media-details.php?mid=55>>