

**STEP TO PRINT MEDIA: AN INTERNSHIP EXPERIENCE IN THE**  
***NEW AGE***



**Kamrun Nahar**

**Student ID: 17303022**

**Department of English and Humanities**  
**BRAC University, Dhaka, Bangladesh**  
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**Kamrun Nahar**

**Student ID: 17303022**

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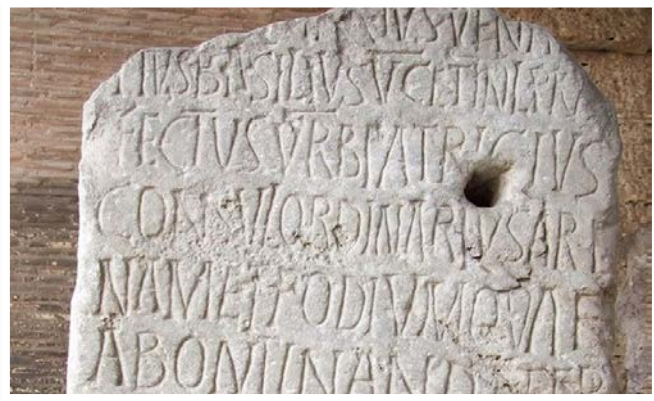
I would like to express my gratitude towards people without whom it would not be possible for me to write this report. I am grateful to my supervisor, Anika Saba, lecturer of English and Humanities at BRAC University, for being kind and liberal to me. I would also like to thank my *New Age* supervisor, Farid Ahmed, deputy editor, for being very co-operative throughout the internship. I am also expressing my gratitude towards my editor at *New Age*, Abu Shyem Akhund, senior sub-editor, for patiently enduring the mistakes I have done during internship as well as for teaching techniques and rules of news reporting and editing. Furthermore, I would like to thank each member of the Central Desk and Reporting Desk of *New Age*. Last but not the least, I would like to express my gratitude to my friends and my family members for always being there with me and supported me whenever I needed.

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## I. INTRODUCTION

Imagine you are reading news not written in paper but in stone. It might sound bizarre at this digital age, however surprisingly this was the scenario of Roman Empire in around 130 BCE. It was for the very first time in the history when people received news curved into stone. Latin *Acta Diurna* was the name of the first news daily, usually reported the daily events like births, deaths, marriages and the results of legal trials.



**Fig 1: World's First Daily 'Acta Diurna'**

Initially, newspaper was the medium of spreading government messages to the people. However, this focus shifted and became one of the medium of raising voice against corruption, crimes and oppression as by the time people become conscious about their rights and surroundings. In addition, it becomes the important source of knowledge such as sports, national and international affairs, business, entertainment and so on. For its diversified coverage, Journalism becomes, both, challenging and desirable profession for those who loves diversity and challenges in their work.

Journalism caught my attention in my childhood for its adventurous nature and later on, for its influential power on society. The continuous afford of Journalists in searching and questioning authority, and bringing evidence by putting life at risk, always makes me wonder.

The uncompromised attitude of journalists enabled them to earn respects in the society as they contribute to bring change in the society. It is not that every journalist is honest towards their work; however, the number of yellow journalists<sup>1</sup> is not huge compare to actual journalists. Thus, to fulfil responsibility towards the society I am living and to accomplish my one of the major passions to be a journalist, I have chosen Media and Cultural Studies as my focusing area under the Department of English and Humanities at BRAC University. Therefore, I have joined as an intern at the *New Age* on Fall 2017 semester to complete my internship as an obligation towards my graduation.

### **SCOPE AND OBJECTIVE**

My internship goal was to work in a print media agency with comfortable work environment so that I can learn some basic structure of writing Hard News<sup>2</sup> such as crime news, press release, rape and accident news etc. Besides, I intend to experience practical situation in which journalists work on every single day. Furthermore, I was interested to know their personality, i.e. how they think, handle deadline of publication and react in different situations. None of these were possible if I did not choose Media and Cultural Studies as my major area. As a media major student I have done courses essentially on Cultural Studies: theory and practice (ENG331), Globalization and Media (ENG 333), Editing (ENG 401), English for the Print Media (ENG 404), Copy Writing (ENG 440). These courses are designed in a way so that student can have both theoretical and practical knowledge regarding

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<sup>1</sup> Yellow journalism or Journalists refers to present little or no legitimate well-researched news. Techniques may include exaggerations of news events, scandal-mongering or sensationalism.

<sup>2</sup> 'Hard' news is characterized by Tuchman and others (Smith, 1985; Whetmore, 1987; Limor and Mann, 1997; Patterson, 2000) as having a high level of newsworthiness, i.e. news value (usually regarding politics, economics and social matters) demanding immediate publication i.e. Spot news; live and current news in contrast to features.

various aspects of journalism; thus able to prepare themselves for the field of journalism. Also, literature courses such as The Urban Novel (ENG 262) helped me to understand the influential power of journalism which could perhaps be used to manipulate the history of the nation. All these knowledge, together, guided me throughout my internship.

## II. *NEW AGE* AND MY INTERNSHIP EXPERIENCE

### A BRIEF HISTORY OF THE *NEW AGE*

*New Age* is one of the leading English newspapers of Bangladesh. The Daily started to publish on June 7, 2003 with the aim of being neutral in news presentation. It is published by the Chairman, Editorial Board ASM Shahidullah Khan on behalf of Media *New Age* Ltd. The Editor of the daily is Nurul Kabir. *New Age* is sixteen (16) pages daily which are prepared by about two hundred (200) journalists. The number of pages can be varied according to events and circumstances. Additionally, *New Age* has online version. One can easily access the online news through their website (<http://www.newagebd.net/>) published after 12:00 am and have liberty to leave their opinion in the online section.

The meaning of *New Age* is the creation of a new era signified by unity and illumination that already exists. The flag of the daily is ‘The Outspoken Daily’. It has divers sections in its daily publication such as national, international, politics, business, entertainment and editorial. Additionally, it has two weekly supplements, i.e. *Xtra* and *Youth*. *Xtra* highlights the real life events and social issues such as price hike, quality of education, addiction etc. On the other hand *Youth* focuses on the various aspect of a young person



**Fig 2: The logo of New Age.**

The work flow of its news room is very systematic. First, the reporters submit the news to the Chief News Correspondent. Chief News Correspondent selects news based on importance and news value factors. Then the selected news is given to news editors' desk where joint



news editors' edit the news with the sub-editors. The photojournalist and the news that are collected from news agencies are directly sent to news editors' desk. After editing, news moves to deputy editor's desk for review. Deputy Editor prioritizes the news according to the news value factors as space is very limited in newspaper. Later, it goes for page design and further edit at the graphic designers' desk. At last, the news goes to editor's desk for final approval before being sent to the printing press for publication. These are the sequence of work in newspapers. However, one can find the sequence of work very complicated, but as I observed the process very closely, I find it very organized and structural way to work.

One chief news editor runs the Central Desk of the *New Age*. There are eight sub-editors in this editorial section. National affairs, political news of Bangladesh, crimes, obituary, weather updates, press release and any kind of national events are being edited in this section. Regional small stories are also edited in this editorial section. *New Age* subscribes the two leading news agencies of Bangladesh which are *United News of Bangladesh (UNB)* and *Bangladesh Songbad Songstha (BSS)* because travelling every place to collect news is not always possible for reporters. Hence, newspapers sometimes buy core news from these news agencies.

Last but not least, *New Age* is always opens for interns. Their motto is to train every possible intern. Therefore, in every semester, multiple interns can enter to the daily in order to accomplish their degree. Naturally, *New Age* could not pay interns, but creates a comfortable working and learning environment for them.

## **COMMENCEMENT OF MY INTERNSHIP**

I have joined at *New Age* on May 7, 2017 as a sub-editor. Usually, Sub-editor edits news, as I went there to learn, thus, I was assigned to do both, writing and editing report. The duration

of my internship was 3 months and 4 days in a week. The office hour starts from 4 pm. Office hour is very flexible for interns. Intern can leave office after finishing the given task.

### **WORKING ENVIRONMENT OF *NEW AGE***

A sound working environment is very important to produce productive work. The *New Age* attitude towards young interns is very liberal and welcoming which helps interns to learn and enjoy the work. In *New Age* I worked in Central Desk (national) where I did both, reporting and editing. My editor, Mr Abu Shyem Akhund, senior sub-editor of *New Age*, and senior colleagues were very friendly that I was not embarrassed for silly mistakes as it is one of the mediums to learn. All of them helped me in learning different techniques and rules related to working in a newspaper.

The office environment of *New Age* is informal like other News agencies. Everyone addresses each other as 'Bhaiya' (brother) and 'Apu' (sister). I never heard anyone to address Sir or Madam. This 'addressing' system helps to keep 'friendly' and 'stress-free' environment which in my opinion is important because journalists' job is to write, thus they need to be relaxed to write effective news. Another aspect I have noticed that food is strictly forbidden inside the office, only liquid is allowed, which is quite thoughtful idea. Eating food inside the office may create adverse situations for others. Moreover, seniors do not mind to share foods with junior in Cafeteria.

In addition, my advisor, Mr Farid Ahmed, deputy editor of *New Age*, maintained regular communication with me to know if I was facing any problem or needed any help. The entire office and working environment was so comfortable and co-operative that it changed my view towards professional sphere. I will always cherish each and every moment of working at the *New Age*.

### **III. BASICS OF INTERNSHIP AT PRINT MEDIA**

#### **SEARCHING AN INTERNSHIP**

Searching internship is a very crucial issue for students who must complete an internship as an obligation towards their graduation. It is the first step of a student to enter into professional sphere. Naturally students get worried and anxious whether any organization will take them or not! Like others, I was also so panicked and found the process burdensome that I could not even went to drop my resume. However, as the time passes I realized that the process is very simple only if I had any guideline. Therefore, I would like to add few suggestions from my experience with a hope that it would help students who are planning to do internship in future.

- Most of the time students depend on relatives or personal connections for having an internship. However, searching an internship is like a trial session of searching jobs as an individual may have to look for job in future by oneself. Although having a personal connection for getting an internship may be a benefit for a certain time, however depending on others is often uncertain and insecure.
- Punctuality is one of the qualities of a successful professional. Internship is the path to create an individual's career. Thus, it is recommended to have present within time. Having an organization near house will benefit the intern to avoid traffic congestion in Bangladesh.
- Dropping Resume or CV at least one month before starting internship will help the purported intern to choose their desired organization and save enough time to find another organization in case they are rejected from an organization.
- Office environment is important for an intern to cope up with and discharge their job responsibility. Thus, it is recommended to have reviews of the organization

from its employees before joining as an intern, i.e. asking senior students having completed their internship for the review of the purported organizations may provide an honest overview of that organization. It will help to select organization.

- In Bangladesh, most of the organizations are yet to have a website or rely on electronic means. I have faced that even if an organization has website and email address to get in touch, they seldom update such website or responds through such electronic mail. Hence, it is better to drop a hard copy of the resume physically. In this way, it will help the purported intern to at least have some observation of the organization.
- Prioritizing an organization with friendly office environment help the intern to learn more effectively. For instance; internship is the time to learn work, if the organization is not work friendly then it might pressurize the intern psychologically leading to drop their confidence in this sector.
- Often students get anxious about their CGPA. For interns, at least media agencies do not judge purported interns in terms of their academic result. Therefore, interns can drop their resume in desired organizations without having any worries and hesitation regarding academic results.

## **BASIC TERMINOLOGY OF NEWSPAPER**

Like other fields, journalism has some terminology to identify certain terms. These terminologies help to cope up with the print media office work as well as in academic atmospheres. Basic terminologies I have learned during my classes and internship period are provided hereinafter.

**Assignment:** A job given to a journalist by an editor.

**Angle:** The approach or focus of a story.

**Attribution:** Designation of the person being quoted. Also, indicates the source of information in a story.

**Banner:** Headline across or near the top of all or most of a newspaper page.

**Byline:** A journalist's name at the beginning of a story.

**Correspondent:** Reporter who sends news from outside a newspaper office.

**Cutline:** Any descriptive or explanatory material under a picture.

**Caption:** Text printed below a picture used to describe it and who took it.

**Dateline:** A line at the beginning of a story stating the date and the location.

**Editor:** Someone who prepares material for print.

**Flag:** Printed title of a newspaper on page one.

**Feature:** Story emphasizing the human or entertaining aspects of a situation. A news story or other material differentiated from straight news.

**Follow-up:** An update on a previous story.

**Headline:** The main title of the article

**Handout:** Term for written publicity or special-interest news sent to a newspaper for publication

**Hard news:** Spot news for instance, live and current news in contrast to features.

**Investigative reporting:** Technique use to unearth information that sources often want hidden.

**Jump:** Continuation of a story from one page to another.

**Lead:** First paragraph of a news story.

**News room** The place, where reporters and editors work.

**Masthead:** Formal statement of newspaper's name.

**News agency:** Company that sells stories to newspapers or magazines.

**News value:** It indicates the length of importance of a story.

**Op-ed page:** Abbreviation for the page opposite the editorial page. The page is frequently devoted to opinion columns and related illustrations.

**Plug Boxes:** Small boxes that carry small news headline and page numbers. Plug boxes appear on the front page of the newspaper.

**Press release:** Publicity handout, or a story given to the news media for publication.

**Running story:** Events that is develop and covered over a period of time.

**Reporter:** Someone who writes and researches news stories.

**Subhead:** A smaller one-line headline for a story.

**Source:** Person, record, document or event that provides their information for the story.

**Stringer or Contributor:** Correspondent, not a regular staff member, who is paid by the story or by the number of words written.

**Shirrtail:** Short, related story added to the end of a longer one.

**Verification:** Determination of the truth of the material the reporter gathers or is given.

IDENTIFYING TERMS THROUGH IMAGES

Masthead

# NEWAGE



Flag

The outspoken daily • www.newagebd.net • Dhaka, Saturday, November 25, 2017, Agrahayen 11, 1424 BS • Regd No. DA 3004, Vol. XV, No. 120 • 16 pages Taka 10

Lead Story

## THREE MONTHS OF ROHINGYA CRISIS

# Rohingyas doubt Myanmar move to take them back

## RETURN OF ROHINGYA REFUGEES

# Myanmar not yet safe: UN

**INSIDE TODAY**  
 Price of onion hits Tk 95 a kg  
 Garlic also rises by Tk 10

**Govt plans eco-friendly stove for Rohingyas**  
 Mohiuddin Alamgir

**Titans go top with tight win**  
 May pushes EU on Brexit deal

Mohiuddin Alamgir with Muhammad Nurul Islam in Cox's Bazar

ROHINGYAS taking shelter in Bangladesh to flee persecution in their homeland Rakhine State are sceptical about Myanmar government's motives for their repatriation as the country has proposed to take them back without ensuring their citizenship and security.

THE government is planning to distribute eco-friendly stove, widely known as Biochar Cookstove, among Rohingyas, who have taken shelter in Cox's Bazar fleeing ethnic cleansing in Rakhine State, aiming to minimise the environmental hazard caused by them.

Latest influx of Rohingyas into Bangladesh continued on Friday even after three months as there was no let-up in persecution and violence, what the United Nations termed ethnic cleansing, erupted in Rakhine state on August 25.

The Bangladesh government and international community continued struggling to cope with the situation as over 6.23 lakh Rohingyas entered the country in the past three months of the exodus. The Rohingyas new arrivals joined another over 4 lakh Rohingyas staying in Bangladesh fleeing persecution in Myanmar in phases since 1978.

At present, conditions in Myanmar's Rakhine State are not in place to enable safe and sustainable returns, UNHCR added.

UNHCR has not yet seen the details of the agreement, a statement, referring to the deal inked Thursday between Myanmar and Bangladesh, where an estimated 620,000 Rohingyas refugees are now living in squalor.

At present, conditions in Myanmar's Rakhine State are not in place to enable safe and sustainable returns, UNHCR added.

Refugees are still fleeing, and many have suffered violence, rape, and deep psychological harm... Most have little or nothing to go back to, their homes and villages destroyed.

It is critical that returns do not take place precipitously or prematurely, the statement said.

UNHCR underscored that all returns must include the informed consent of refugees.

Meanwhile, Reuters reports Human Rights Watch called on Friday for international agencies to be allowed to monitor the planned repatriation of hundreds of thousands Rohingyas Muslims from Bangladesh to the homes they have fled from.

Myanmar has faced mounting international criticism over alleged abuses committed against its minority Muslim community since the August launch of a military crackdown in Rakhine state, which is home to hundreds of thousands of Rohingyas.

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Rohingya women and children wait to get distributed meals at Moynarghona refugee settlement near Cox's Bazar on Friday. — Reuters photo

Plug Boxes

Sub-head

## BCS GENERAL EDUCATION CADRE

Headline

# Teachers to observe two-day work abstention next week

Byline

Staff Correspondent

Intro or lead

LEADERS of BCS General Education Association on Friday announced to go for work abstention for two days on November 26 and 27, protesting against government move on inclusion of newly nationalised college teachers in education cadre services.

Body

They also warned that they would go for work abstention for indefinite period if the government issues order to include the newly nationalised college teachers in education cadre services.

Quote

They had been addressing a rally organised by BCS General Education Association at Central Shaheed Minar in the capital.

Source

We will go for work abstention on next Sunday and Monday in all the government colleges of the country if government includes the newly nationalised college teachers as Bangladesh Civil Services cadres,' said M Shahedul Khair Chowdhury, secretary general of the association.



BCS General Education Association holds a rally in Dhaka on Friday, demanding circulation treating teachers of nationalised colleges as non-cadre. — New Age photo

cadre from various government colleges of the country attended, he also said that the BCS teachers and officials with education ministry would observe work abstention in all colleges and education ministry offices in the country, protesting against the government move.

In April 2017, the govern-

ment selected 285 private colleges across the country for their nationalisation. Besides, the government has so far nationalised 51 private colleges, said sources in education ministry.

At these colleges, about 18,000 teachers have been working, said the sources.

IK Salim Ullah Khandaker said if this move is implemented, it could hamper the education sector of the country.

The country is on a track to meet sustainable development goals' fourth point titled 'ensure inclusive and quality education for all and promote lifelong learning'.

but such move from government would create obstacle on that' he said.

Khandaker also said that the government's move on nationalising the private colleges is helpful for the education sector, but before nationalising them a rule is necessary.

Association leader Khan Rafiqul Islam said that according to the National Education Policy 2010, before nationalising the private colleges a rule should be set.

'But now without preparing the rule the government has started nationalising the private colleges,' he said.

Former secretary general of the association Masum A Kabbani demanded the removal of those education ministry officials who were absorbed through the government move.

'All the education ministry officials who were absorbed through the government move must be removed by December 15,' he said.

Expressing solidarity with the rally, agriculturist Tasa-ddek Hossain alleged that such move was taken due to the corruption of some admin cadre officials.

#### IV. WRITING EXPERIENCE AND TECHNIQUES

##### PARTS OF NEWS

There are two basic parts of news, i.e. hard news and soft news. Hard news refers to the stories that have just happened or about to happen. For instance; crimes, protest rallies, accident, press release etc. In short, hard news refers the news that has immediacy. On the other hand, soft news emphasised on human interest and less immediacy than hard news such as profile about public figure, stories about places etc. As I have worked in central desk, my job was to write hard news. Hence I will focus on my experiences regarding hard news.

##### NEWS WRITING TECHNIQUE

The first and foremost step of writing reports is to choose a right story to publish. In order to maintain qualities of a story, a reporter shall choose appropriate story. Author Carole Rich in her book named 'Writing and Reporting News' suggests some traditional qualities of choosing stories such as timeliness, proximity, unusual nature, human interest, conflicts etc.

At *New Age*, I have assigned to write news directly from the Chief reporter, Mr. Mostafizur Rahman. Hence, I did not have to wonder what news to work on. In addition, I have hardly faced difficulties to understand the raw information as it was written in, both, bangle and English.

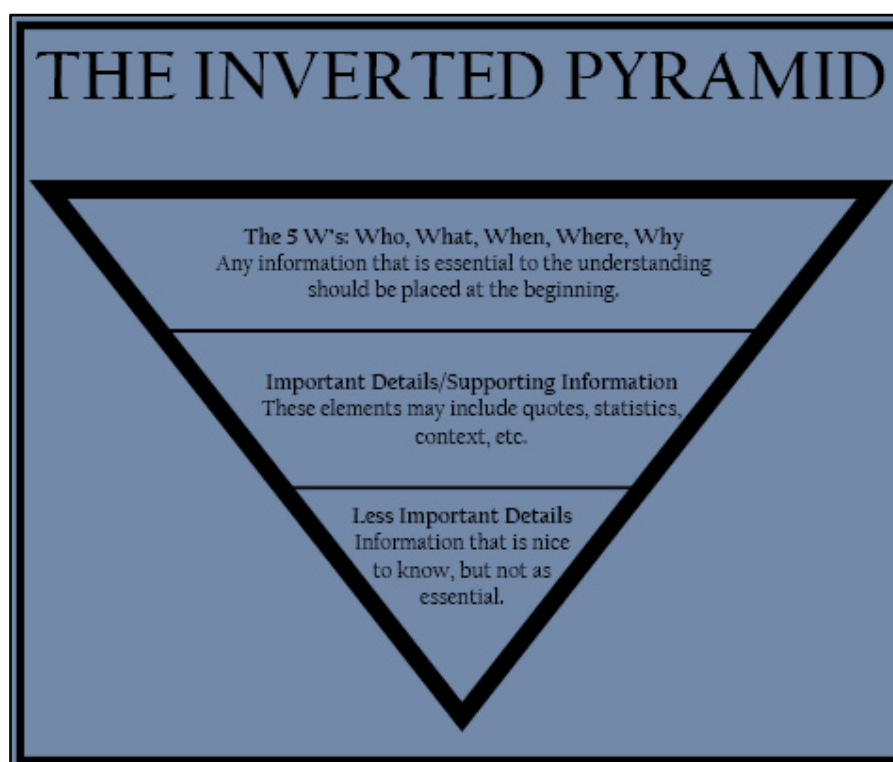
Hereinafter I am describing my experience on writing hard news on which I was assigned during my internship period.

##### **Hard News**

There are some formulas of reporting hard news. One of the most common and traditional formulas is inverted pyramid. The inverted pyramid structure refers to place the most basic information in the lead paragraph of the story, and then arranging the remaining details, from most important to least important. This structure as, Carole Rich says, "organizes stories from the most important information to the least



important. It usually starts with a summary lead that gives some of the basics: who, what, when, where, why.” (201). Here, Who: Who is the subject of the information? What: What has/will happen? When: When did/will the event happen? Where: Where did/will the event occur? Why: Why is this happening? How: being added to them occasionally depending on the stories. Rest of the information appears in the following paragraphs or ‘Nut’ graphs<sup>3</sup>.



**Fig 3: Inverted Pyramid**

The format of inverted pyramid was developed during Civil War fought in the united states from 1861 to 1865. During the war, Journalist had to cover the news of wars and send the news immediately to the newsroom from the nearest telegram office. The problem of sending reports was that telegram lines would often cut in middle of the

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<sup>3</sup> The “nut” graphs refers to the additional details, quotes from sources, statistics, background, or other information. These are added to the article in order of importance, so that the least important items are at the bottom.

sentence. Hence, journalists realized the importance of putting the most important facts at the beginning of their stories so that even if most of the details were lost, the main point would get through. Since then this inverted pyramid method is being followed to date.

The development of this structure was proved beneficial for its stakeholders, i.e. readers, reporters and editors. It reduces the stress of editors to edit long stories as well as provides liberty to cut unnecessary parts of the story. In addition, it is beneficial for readers as it took less time to understand the key or main point of the report.

I have learnt this structure in 'Editing' class taught by Mr Mubin Sadman Khan, guest teacher of BRAC University and Journalist of the *Dhaka Tribune*. Hence, I had knowledge about the process of making report from raw information. Thus, I had the opportunity to apply my theoretical knowledge into practice at the *New Age*.

The *New Age* has its own style of writing report. They have their own style book named 'The style book of *New Age*' published on October 16, 2004 with the aim of having official guideline for its reporters and editor to avoid confusion. I find it very helpful and necessary as it is not possible to brief each and every intern and new employee to brief individually. *New age* strictly follows British style of writing such as October 9 instead of 9<sup>th</sup> October and British spelling of words such as programme instead of program.

*New age* also follow the inverted pyramid formula to write hard news like other newspaper (See appendix-1). The first paragraph is referred as intro<sup>4</sup> or lead where 5'W and 'H' have to be covered. Intro or lead is the most crucial part of the news. Based on the content of that first sentence, a reader will either look deeper into the

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<sup>4</sup> Intro = Introduction of the report or first paragraph of the report.

story, or move on to the next one. Hence, Intro has to be simple and direct. It is basically the short summary of whole news. The word limits for intro are twenty (20) to thirty five (35), but it can be exceeded if necessary. The body of the report has to be objective and journalist 'should not express their opinions the incident rather all opinions, judgments and accusations must be attributed to a source' (46, Rich). Body paragraph actually contains the detail of the news. It is preferable to include one or two quotes or more, if possible, from people involved with the story. It makes the news authentic and gives it a human quality. For instance: when, where, how, by whom, was the incident happened should appear in the first line of the report of an accident case. The identity of the injured or deceased person will come to the next point, followed by how and by whom the body is recovered and the news sources.

The entire report will be written in past tense except the headline of the report. Headline is the first step to attract readers, thus headline need to be simple and direct. Headline of the report has to be written in present tense. The words limits are max ten (10). And, most of the time they avoid 'Be' verbs like is, are etc for the headline. In addition, the first word in the head should be capitalized and rest of the words can appear in lower-case letters. Also, numbers from one (1) to nine (9) do not need to spell out in headline. For instance; 5 dies in road accident. The name of the news reporter is mentioned under the headline. It is called byline. The format of writing byline for a regional reporter is 'our/ staff Correspondent then 'dot (.)' the name of the district.'(See appendix-1) Compiled stories by the desk may have the desk byline, such as New Age Desk, Business Desk, Home Desk, Sports Desk etc. Basically, a report should look like a story. Also, Newspaper use active sentences rather using passive sentences. Active sentence makes news direct, clear and understandable. On

the other hand, Passive sentence often made news complex. Also, the sentence should be short and direct so that reader can easily understand the news.

*New Age* prefers to write full form of any organizations names before using abbreviations<sup>5</sup> or acronyms<sup>6</sup>. Abbreviations or acronyms of that organization can be used, later, inside the report. For example: if reporters want to mention RAB in the news, they have to first write the full form of RAB which is Rapid Action Battalion. However, in case, acronyms and abbreviations that are more used than their full forms do not need to be spelt out, such as aids, BNP, PC, NGO, Cop etc (See appendix-2) In addition, reporters have certain liberty to use short form of certain words in order to maintain the word limitation of headline, such as Gov, Govt, AL etc in full forms such as Governor, Government, Awami League etc. Again the abbreviation has to be known to people otherwise it shall be avoided. Furthermore, abbreviations such as Dr, PhD, Co, Ltd, etc will have no space between the letters. The abbreviations will have no space in between for traditional lower case abbreviations for weights and measurements with figures such as kg for kilogram, km for kilometre, taka for tk etc. It has to be written as 19kg, 65km, tk etc.

To mention two organizations simultaneously editors or reporters do not use ‘and’ rather use comma such as ‘Govt, ADB bank signs contract’ (See appendix-3). Names of organisations programme or words should not be italicised. Foreign words, especially in news, should not be italicised; such words also include Bangla names but phrases should be italicised, in that case reporters have to take care to render all the accents correctly.

It is advised to avoid using clichéd adjectives such as serious danger, wide-spread concern, substantial majority, overwhelming majority etc in order to have neutral

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<sup>5</sup> Abbreviation: A shortened form of a word or phrase.

<sup>6</sup> Acronyms: an abbreviation formed from the initial letters of other words and pronounced as a word.

position. Also, avoid adjectives such as good teacher, bad government, famous actor etc,

Words like allegedly, reportedly are suggested to avoid rather encourage to sourcing the claim. Use of words such as `reportedly' means you are not sure of the fact.

It is suggested to identify the source of information for attribution. It is wise to not attribute direct quotes to more than one person. Also, 'said' is the best word for attributing the quotation in past tense. Reporters should not rely on one source for information. They should always check facts and figures. In the event of any confusion, the journalist can directly speak to the regional correspondence who have sent the raw information. Reporters have to be specific in citing the position or title of the source. For example, reporters cannot cite as 'official say' rather they have to mention the name and designation of the officials. Similarly, when a report is written on press release it must be mentioned that the source of such information was the press release, i.e. 'says a press release' (See appendix-4).

The designation of a person can be written in small caps especially when citing them by the titles, without names, such as the president, the foreign minister, etc. However, title which is used immediately before names can be written in the form such as President Abdul Hamid, Professor SM Manzoorul Islam etc (See appendix-7). The spelling and designation of the name have to accurate, else it can create confusion.

Words play vital role in order to write good report. Choosing words are important as space is limited in print media. Reporters need to have good collection of words so that information can be expressed through exact words.

It is mandatory to include Post-mortem report to ensure whether it is murder, suicide or rape (See appendix-5). Also, reports can not exactly mention the suspect as 'rapist'

or murderer until it proved. In that case, reporters termed him as ‘alleged or suspected’ (See appendix-6).

Last but not least, language of the newspaper has to be easy as they write keeping in the mind that the targeted reader is general people who might not have depth in this language.

### **Captioning Photo**

Captioning photos is an important part of journalism. It is the job of the sub-editor to write appropriate caption. A good caption can improve the impact of the picture. Captions should be informative and accurate.

At *New Age*, I got chance to write a few captions. Here, I will talk about the methods of writing caption. First, journalists have to use present tense to describe action in a photo as most photos being shown as a part of a news story are of things happening right now. Begin with the words such as a, an, or the, is not appropriate to write a caption. When identifying the members of a group, journalists should write “from left,” not “from left to right. Journalist should include people’s name only if they are important to the picture otherwise name can be skipped. In this case, names of the people which are used in caption need to be spelled correctly and have the proper title. Importantly, journalists should not start a caption with the name of someone. The proper way is to start the caption with a description first and then include the name. For instance, Abdul Mannan Choudhury, addresses a programme on ‘Exchange of Views with Educationists on Quality in Higher Education’ as a chief guest- is wrong way to write caption rather journalist should write—Vice-chancellor of World University of Bangladesh, professor Abdul Mannan Choudhury, addresses a programme on ‘Exchange of Views with Educationists on Quality in Higher Education’ as chief guest (See appendix-7).

Furthermore, captions should be informative, not judgmental. Journalists should not make assumptions based on appearance in the photo because journalists are supposed to present the facts in an unbiased way and allow the reader to form their opinion. For this, journalists should avoid adjective such as angry people on Friday travel on a utility vehicle on a road flooded by knee high water of the River Muhuri at Phulgazi in Feni. Here, journalists cannot use angry unless he/she actually know they were angry. Moreover, name of the place and date have to be added in the caption. Finally, Length of the caption is not important.

# Heavy rain causes flooding in parts of Feni, Chittagong

**Staff Correspondent**

AT LEAST 59 people were killed in flood-related accidents since July 1, after floods swept across a dozen northern and northeastern districts of the country.

Drowning claimed 50 lives alone during the floods, according to National Health Crisis Management Centre.

Of them, 17 were drowned in Gabandha, Kurigram and Sylhet districts on Friday.

Of the rest victims, five died of snake bites, three from various illnesses and one due to lightning.

The health crisis management centre said the deaths occurred across 12 districts.

As many as 1,774 people fell victims to water-borne diseases in the flood affected districts since July 1, said the health crisis management centre.

Of the patients, a total of 2,666 people suffered diarrhoea.

Meanwhile, heavy rains

and onrush of water from across the border in India caused the Muhuri and the Halda rivers in southeastern Bangladesh to rise and flood parts of Feni and Chittagong

districts on Friday.

The Flood Forecasting and Warning Centre predicted that the rivers may continue to rise in the next 24 hours.

The FFWC recorded the highest 158 mm rainfall at Narayanhat in Fatikchhari in 24 hours ending at 9:00am.

*Continued on page 2 Col. 2*

Caption of the photo



People on Friday travel on a utility vehicle on a road flooded by knee-high water of the River Muhuri at Phulgazi in Feni. — Focusbangla photo

Here, this picture indicates the proper addressing of location, day of the week, name of the city, exactly what happening and why happening. This is the basic formula to write a proper caption.

## **EDITING**

Editing refers to the preparing a news report for publication. It is a process by which a report is scrutinized, re-read, corrected, modified while value-added, polished, improved and made better for publication. A person who edits is referred as an Editor.

Editor's job is to improve the copy of the report so that it could be easier to read and to understand. The editor also decides whether photographs or other images should be published along with the report. A good editor needs good command over the language, ideas to improve the copy, creative skills, and correct judgement about how much importance should be given to a particular news item.

As I have mentioned earlier that I was designated to the post of sub-editor. Although the sub-editors job is to edit the reports, an intern has to do more than that as they are meant to learn during that period. Thus, I had to make report out of raw information given by desk and had to edit the report later. From my experience I have found that the first job of a sub-editor is to see whether the report is in good language and there are any mistakes. There can be spelling mistakes, mistakes in sentence construction, grammar and other factual mistakes. If the sub editor finds a portion of the report ambiguous or incorrect or doubtful he or she has to cross check and clarify it with the reporter who had sent the story. The process of communication could be phone or other convenient way such as asking chief reporter.

New Age also sets the priority of news based on the five news value factors like other newspaper. Five Value factors are proximity, prominence, timeliness, oddity and consequences. Here, proximity refers to the importance of news based on place, Prominence means the appropriate news based on occasion, timeliness is the importance of publishing news on time. Finally, Oddity refers to the importance of unusual news and consequences are the effects of the news.



Sub-editor has to deduct the information in term of keeping the news specific. Reporters generally send long stories with lots of information. If the full story written by a correspondent is not squeezing into the space available, it is the job of the sub editor to condense it by rewriting or editing. If one word can substitute for a number of words that definitely is done by the sub-editor. For example, Press Release contains lots of unnecessary information. Sometime they send 2 pages of press release. As an intern, it was my job to find the necessary information in order to write the news.

After writing the full news, the sub-editor has to write the proper headline for the news. The heading should be attractive and it has to convey the spirit of the news. The heading should be written in the manner that it impel the reader to stop and read the whole story.

Furthermore, a good dictionary is the first tool that a sub editor should keep by his/her side. While editing news, subeditor needs to check some of the meaning of the words especially when he/she has to translate the news. I find it very important to have Bangla to English dictionary in office as the raw news I often send in Bangla.

## **V. CHALLENGES AND RECOMMENDATIONS**

I have faced few challenges during my internship. First challenge was to deduct information from the news given by regional correspondents. Being an intern, I was confused on which information should include, which should not and how to find exact word to describe the story. For instance: I did not know the word 'miscreant' before my internship. Writing appropriate headline within ten words for the news was quite challenging for me. It took me two months to write appropriate headline. Furthermore, grammatical problem especially using appropriate preposition was very challenging.

These challenges may be overcome by reading newspaper every day which was, in fact, true in my case. It will help to increase the vocabulary as well as enhance the skill of writing and editing the news.

## VI. CONCLUSION

Practical experience is always different from academic experience. An academic experience teaches us the theoretical aspects of the field. On the other hand, Practical experience taught us the process of applying theory into work. Also, it helps us to learn to adjust in a social and professional sphere. Doing an internship at *New Age* provided me a chance to put myself in a completely unknown environment as well as test my ability to adjust in a new and inconvenient situation. Also, I have learned lots of writing techniques regarding hard news which has boosted up my confidence level to face my upcoming professional life.

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## VIII. APPENDIX

### Appendix-1

#### **River bank protection embankment collapses in Sirajganj**

##### **Our Correspondent . Sirajganj**

About 100 meters of under-construction river bank protection embankment at Chauhali upazila in Sirajganj collapsed on Monday.

A Khogen Ghat portion of the seven-kilometer embankment was vanished due to strong current, which was constructed at the cost of Tk 109 core.

This incident happened for sixth time within 10 days. The other portions of the embankment collapsed on April 2, May 16, June 8 and June 23 this year in the same manner.

Locals blamed irregularity and corruption for the incident. Also, the officials of Tangail Water Development Board did not take any necessary steps to tackle the situation, they added.

Shajahan Siraj, the executive engineer of the Tangail Water Development Board, said, 'We are also embarrassed for this repeated collapse'

'We already informed the chief-engineer and director general. They will take necessary steps after visiting the spot', he added.

## **Appendix-2**

### **Cop among two held with Yaba in Barisal**

#### **Our Correspondent . Barisal**

Banaripara police arrested a police constable and a man along with 39 pieces of Yaba tablets at Banaripara in Barisal on Friday.

The arrested were identified as Mehedi Hasan, a police constable and computer operator of Barisal Metropolitan Police, and Abu Sayed, residence of Chakharpul area of the upazila.

Sajjad Hossain, officer-in-charge of Banaripara Police Station, told New Age that on a tip-off they conducted a special anti-drug drive in the area and arrested them.

Police filed a case in this connection, he added.

## Appendix-3

### **ADB, GOVT signs contact to Improve Power System Coverage**

**DHAKA, BANGLADESH (29 May 2017):** The Asian Development Bank (ADB) and the Government of Bangladesh today signed agreements for \$616 million in loans to enhance the coverage and reliability of Bangladesh's power systems, while improving the efficiency of the country's distribution network.

Kazi Shofiqul Azam, Secretary, Economic Relations Division (ERD), and Kazuhiko Higuchi, Country Director, signed the loan agreements on behalf of Bangladesh and ADB, respectively, at a ceremony in Dhaka.

The Power System Enhancement and Efficiency Improvement Project will contribute to the goal of the Government of Bangladesh of providing 100% access to electricity by 2021.

“Nearly one million households, majority in rural areas, will be newly connected through this project,” said Country Director Kazuhiko Higuchi. “The project will also help more power transmission to the Dhaka region to meet rising demand for electricity in the largest and rapidly expanding growth center in the country.”

The project includes rehabilitation and expansion of over 50,000 kilometers (km) of rural distribution network across the country; the construction of a 174-km 400 kV transmission link between the southern Bangladesh and Dhaka; and installation of automated control systems for the distribution network in Dhaka. The project will bring reliable power supply to 950,000 households and commercial users, including 875,000 households in rural areas. In addition, the project will support project design, investment planning, and institutional strengthening of the power sector agencies.

A \$2 million grant from the Japan Fund for Poverty Reduction, financed by the Government of Japan, forms part of the project. The grant will support establishing small businesses, especially those owned by women, with affordable and stable power supply, as well as promoting women employment in the power sector.

The total cost of the project is \$1,059 million. ADB is providing a market-based loan of \$600 million and a concessional loan of \$16 million, with the government contributing \$441 million.

ADB, based in Manila, is dedicated to reducing poverty in Asia and the Pacific through inclusive economic growth, environmentally sustainable growth, and regional integration. Established in 1966, ADB is celebrating 50 years of development partnership in the region. It is owned by 67 members—48 from the region. In 2016, ADB assistance totalled \$31.7 billion, including \$14 billion in co financing.



## Appendix- 4

### **HRFB denounces Hefazat threat to Sultana Kamal**

#### **Staff Correspondent**

Human Rights Forum Bangladesh on Saturday protested at the threat given to human rights activist Sultana Kamal by qoumi madrassah-based Hefazat-e-Islam.

Junayed Al-Habib, vice-president of Hefazat, at a rally on Friday demanded the arrest of Sultana Kamal within 24 hours or her exile from the country.

‘We have been stunned by Hefazat’s audacity to misinterpret Sultana Kamal’s statement on removal of the Lady Justice statue from the Supreme Court premises’, **says a press release.**

HRFB demanded that the government ensure her safety and take necessary step to punish Hefazat.

At a TV talk show, Hefazat leader Mufti Shakawat Hossain said that there should not be any religious structures on the Supreme Court premises.

In response to that statement, Sulama Kamal said that there should not then be any mosque on the premises.

## Appendix-5

# NSI officer's wife found dead in Satkhira

**Our Correspondent ·  
Satkhira**

THE wife of assistant director of Satkhira unit of National Security Intelligence Mozammel Haque was found dead at Polashpole in Satkhira on Friday.

The deceased, Ajmira Parvin, 45, was mentally challenged, said Maruf Ahmed, officer-in-charge of Satkhira Sadar police station.

Mozammel Haque locked her wife inside the house and went to bazaar. Returning home, he found his wife's body hanging from a ceiling in the drawing room.

Other members of the family were not present at home during that time, added he.

The body was sent to Satkhira Sadar Hospital morgue for post-mortem examination.

The couple has two sons and a daughter.

## Appendix-6

### **Man kills wife, granddaughter in Chittagong** **Our Correspondent. Chittagong**

A man **allegedly** stabbed his wife and four-month-old granddaughter in Nathpara area of Lohagara upazila in Chittagong on Tuesday night.

The deceased were identified as Pushpa Bala, 65, wife of Pethan Shil, and his granddaughter Sangita Shil.

Mohammad Shahjahan, officer-in-charge of Lohagara police station, said Pethan Shil stabbed his wife, granddaughter and daughter-in-law Moni Bala Shil around 9:30pm over family feud, leaving the duo dead on the spot and Moni Bala critically injured.

The injured was admitted to Chittagong Medical College and Hospital.

Police recovered the bodies and arrested Pethan Shil.

## Appendix-7



Vice-chancellor of World University of Bangladesh, **professor Abdul Mannan Choudhury**, addresses a programme on ‘Exchange of Views with Educationists on Quality in Higher Education’ as chief guest at World University in Dhaka on Friday. — press release