

SEMESTER-III
PAPER - I

EDITING: PRINCIPLES AND PRACTICES

Module Code – CCC7
Core Course

Total Credit – 06(4+2)
Max Marks -100, (50Th. +30Pr. +20Int.)

UNIT-I

	CONCEPT OF EDITING	L	T	P	TOTAL
1.1	Editing : Meaning Concept & Significance	02	01	01	04
1.2	Understanding the Publications-Its audience, Ideology, Demography etc.	02	01	01	04
1.3	Preparation, use & Importance of Style Book.	02	01	01	04
1.4	Editing Symbols/Proof reading symbols and how the computer has revolutionised editing.	02	01	01	04
1.5	Reorganising and restructuring of a story	01		01	02
	TOTAL	09	04	05	18

UNIT-II

	PROCESS OF EDITING – I	L	T	P	TOTAL
2.1	Editing : Principles, tools & techniques. Principles of layout and designing.	03		01	04
2.2	News room functions and coordination.	02		01	03
2.3	Role and functions of copy desk	02		01	03
2.4	Art of hard & soft copy editing; Steps and precautions.	03		01	04
2.5	Difference between Newspaper & Magazine Editing.	03		01	04
	TOTAL	13		05	18

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UNIT-III

PROCESS OF EDITING-II		L	T	P	TOTAL
3.1	Editing: Copies of News Agencies, Bureaus, Special Correspondents, Foreign Correspondents, Regional Correspondents, City Reporters, Stringers etc.	04		01	05
3.2	Copy writing, Abstracting, Synoptic writing, Excerpting, Slanting, Streamlining, Rewriting, Integration Translation, Transcreation and Transliteration.	03		01	04
3.3	Editing for a Target Audience	02		01	03
3.4	Editing of Feature Pages : Sunday Magazines, Special Sections, Special Supplements and City pullouts	02		01	03
3.5	Editing of Articles, Features and Other Stories	03			03
	TOTAL	14		04	18

UNIT IV

PROCESS OF EDITING -III		L	T	P	TOTAL
4.1	Reorganizing & restructuring of a news story	02	01	01	04
4.2	Various types & Intro's and Lead's.	02		01	03
4.3	Editing of Front page, Sports page and Business page.	02	01	01	04
4.4	Specific language inputs: Word, Phrases, Specific grammatical problems.	02		01	03
4.5	Editing to fit available space: cutting and expanding copy to fill a space.	02	01	01	04
	TOTAL	10	03	05	18

UNIT-V

	HEADLINES AND PHOTOGRAPHS	L	T	P	TOTAL
5.1	Headlines - Meaning, Significance and Types	02		01	03
5.2	Effective headline Writing - Characteristics and Techniques	02		01	03
5.3	Photo Selection - Role and Significance; Qualities of effective photographs.	02		01	03
5.4	Photo editing- Techniques and Procedure of Cropping, Reducing and Enlarging of Photographs. Captions, Sub caption and cut line writing, Editing of Photo-features, Action and effective Photographs	04		01	05
5.5	Preparations of Charts, Diagrams, Graphs, Illustrations and Cartoons etc.	03		01	04
	TOTAL	13		05	18

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