

LORETO COLLEGE

TIME PLAN 2020-2021

Name of the teacher: Dr Soumya Dutta

Initials: SD

Teaching Objective:

The students will be able to:-

- Understand the basics of Journalism

First year General 1st Semester GE-1 Topic-wise Time Plan

Topics	Hours allotted	Topics (as per curriculum)	Teaching method	Learning outcome(output)	Assessment
Unit 1	19	<ul style="list-style-type: none">• Newspaper and socio-economic and cultural development in India• News:Definition; Elements of news; News Sources, Different types of news• The Editor: functions and responsibilities• Editorial freedom, Role of the editor• News Editor: duties and responsibilities, Chief Sub-Editor, Sub-Editors: duties and qualities	Lecture, discussion method, power point presentations using google meet	Evaluate and verify the role of newspaper in the society and to understand the role of editors at various levels. .	Continuous Internal Assessment and Internal Examinations using online platform like google forms.
Unit 2	19	<ul style="list-style-type: none">• Duties and Responsibilities of Reporter, Chief Reporter, Foreign Correspondent, Special Correspondent, Bureau Chief, District Correspondent• Structure of news: inverted pyramid; Intro; Lead; Language of news writing; Objectivity	Lecture, discussion method, power point presentations using google meet	Delineate the duties and responsibilities of different types of reporters and the structure of news.	Continuous Internal Assessment and Internal Examinations using online platform like google forms.

		<ul style="list-style-type: none"> • Feature: Definition, Types • Editorial: Importance, Choice of subjects, Arrangement, Style of presentation. 			
Unit 3	19	<ul style="list-style-type: none"> • Editing: Principles of Editing; Copy Testing; Computer Editing • Different types of Headlines; Computer applications; Page Make-up; Front page and other pages; Principles to be followed • Photo journalism: Definition, Importance; Duties, responsibilities of a news photographer; Caption writing; Photo printing process 	Lecture, discussion method, power point presentations using google meet	Identify the principles of editing and understanding the duties and responsibilities of a news photographer.	Continuous Internal Assessment and Internal Examinations using online platform like google forms.
Unit 4	18	<ul style="list-style-type: none"> • Column and Columnist, Importance of column • Letters to the Editor; Importance, Proof reading; Symbols of proof reading; Duties and responsibilities of proof readers; • The News Agencies: functions; Styles of Agency reporting; Various international News Agencies • Political reporting, Financial reporting, Sports reporting. 	Lecture, discussion method, power point presentations using google meet	Analyze the importance of a column and the role of a columnist and understanding the responsibilities of a proof reader, functions of the different news agencies and different types of reporting	Continuous Internal Assessment and Internal Examinations using online platform like google forms.