

AS LEVEL

FACT FILES

Journalism

For first teaching from September 2013

For first AS award in Summer 2014

For first A Level award in Summer 2015

Roles in Print Journalism
(Student Copy)



journalism

in the Media and Communications Industry (JMC)

Roles in Print Journalism (Student Copy)

Below is a list of job descriptions. Match the job description to the role.

Editor	Researcher	Subeditor	Photographer	Reporter
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1. This is the job description of a _____

He or she is usually the 'boss' of the newspaper and ultimately bears the responsibility for what is published. They must ensure that all the journalists working for the newspaper use ethical methods when researching and writing a story. **This person** has a number of responsibilities:

They edit, write and re-write copy, or oversee others who do this;

They ensure journalists adhere to the publication's editorial policy, style and publishing requirements;

They allocate space for articles, photographs, illustration etc. keeping in mind space parameters;

They have a detailed knowledge of layout principles;

They detect and correct errors in punctuation, spelling, grammar and verify facts, statistics, etc;

They decide which stories make it into each edition and which stories will appeal to the readership of the publication.

2. This is the job description of a _____

He or she takes photographs to record news and current events. They must be able to capture images that best convey a message, document an event or simply enhance a story. Some work for a particular newspaper or publication. Others are freelance, selling their images. Sometimes they specialise in a particular field such as sport, politics, current affairs or entertainment. They have a number of responsibilities:

They agree with reporters the photographic requirements of a story;

They are aware of lighting, weather and other issues that may affect the outcome of a photo shoot;

They ensure that their work is appropriate and processed in time to meet deadlines;

They maintain their equipment for use on location;

They are aware of the laws regarding the taking and processing of images.

3. This is the job description of a _____

He or she researches stories on a range of topics and looks into current trends. Some report their own stories while others are part of a research team dedicated to finding out information for a 'big' story that a number of reporters are working on. Being able to find information from reliable sources is a key aspect to this job. This person has a number of responsibilities:

- They attend press conferences and ask questions;
- They access relevant public documents and archive material;
- They conduct interviews with a range of sources;
- They ensure their research is relevant, up-to-date and accurate;
- They use press releases and contacts to investigate breaking news.

4. This is the job description of a _____

He or she writes stories for publications on a range of topics including news, politics, sports, culture and entertainment. They may have stories allocated to them or they may take a story on independently. Some are correspondents which mean they specialise in a field, such as sport. Others are feature writers who cover a topic in more depth and usually write in a more personal tone. They have a number of responsibilities:

- They work to strict deadlines and word counts;
- They work with photographers, editors and sub editors;
- They have a 'nose' for a good story and seek out opportunities to gain an exclusive;
- They build up contacts to utilise when stories break such as representatives from the emergency services, press officers and members of the public;
- They conduct interviews with relevant sources to enhance a story;
- They ensure their stories are ethically and factually correct. Also that any quotations used have been attributed to the correct source;
- They are aware of, and adhere to, the editorial policy of the newspaper;
- They use correct grammar syntax and spelling.

5. This is the job description of a _____

He or she works under the editor of the publication and is usually delegated tasks as the editor sees fit. It is his/her responsibility to ensure that all copy which goes for publication reads well and is grammatically and factually correct. This person has a number of responsibilities:

- They ensure that the final draft of the publication appeals to the target readership and conforms to the publication's style of writing;
- They are involved in overall page design and in writing headlines, picture captions, etc;
- They ensure stories fit the word count required either by expanding or cutting;
- They liaise with journalists and ensure the details of a story are factually correct and that the article reads well;
- They meet with the editor to discuss any issues.

