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M.J.M.-22

**Writing and Editing
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**Sample Preview
of the
Solved
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QUESTION PAPER

June – 2023

(Solved)

WRITING AND EDITING FOR PRINT MEDIA

M.J.M.-22

Time: 3 Hours]

[Maximum Marks : 100
Weightage: 70%

Note: Answer any five questions. All questions carry equal marks.

Q. 1. What are the basic forms of discourse in writing? Explain how they aid in the writing process.

Ans. Ref.: See Chapter-1, Page No. 4, 'Organising Your Writing'.

Q. 2. What are the basic points to be kept in mind while writing a soft news story? Write a feature on your visit to a wildlife sanctuary.

Ans. Ref.: See Chapter-3, Page No. 23, 'Soft News'.

Also add: My visit to the local wildlife sanctuary was nothing short of a mesmerizing adventure. As I stepped into this natural haven, a sense of tranquility enveloped me, and the cacophony of the urban world faded away. The sanctuary's lush greenery and pristine waters offered a haven for diverse species, from graceful deer to exotic birds. Walking along well-maintained trails, I marveled at the wonders of nature. The towering trees provided shade, while the rustling leaves whispered tales of the forest. With each step, I encountered captivating creatures, their vibrant colors and unique behaviors on full display. The sanctuary's dedicated staff and volunteers shared their knowledge, adding depth to the experience. This sanctuary was not just a refuge for wildlife, but also a sanctuary for the human soul. It reminded me of the importance of preserving these natural havens, where both creatures and visitors can find solace and inspiration. My visit left me with a renewed sense of awe for the beauty of our planet and a commitment to protecting it for generations to come.

Q. 3. Write a human interest news feature on the civic behaviour in Indian context.

Ans. Title: "A Tale of Civic Awakening: Inspiring Acts of Civic Behaviour in India"

In the diverse tapestry of India, where traditions and modernity often coexist, there is a silent revolution underway that speaks volumes about the nation's civic consciousness. Amidst the complexities of daily life, stories of remarkable civic behavior are emerging, offering glimpses of hope and unity.

The Street Vendor Hero: In the bustling streets of Mumbai, Ramesh Kumar stands out as an unsung hero of civic responsibility. For years, he has been selling mouth-watering street food to locals and tourists. But his true contribution goes beyond delicious bites. Every morning, Ramesh takes it upon himself to clean the area around his stall, collecting litter left by customers and passersby. He believes that maintaining cleanliness is not just the government's responsibility but everyone's duty. Ramesh's actions have inspired others, and together, they've transformed a once litter-strewn corner into a tidy, inviting space.

The Green Warriors: In the heart of Delhi, a group of eco-conscious citizens is making headlines for their 'Green Walks.' Every weekend, they gather to clean and beautify public parks, plant trees, and educate the community about environmental conservation. This grassroots movement has not only improved the green spaces within the city, but has also ignited a sense of pride among residents who now actively participate in preserving their surroundings.

The Youth Brigade: Young people across India are breaking stereotypes by channeling their passion for change into meaningful civic initiatives. In Bangalore, a group of tech-savvy volunteers

developed an app that allows residents to report civic issues such as potholes, broken streetlights, and waste disposal problems directly to local authorities. Their digital campaign, #CleanBangalore, has led to quicker response times and a noticeable improvement in city maintenance.

The Street Art Activists: Artists in Kolkata are using their creativity to transform mundane public spaces into vibrant canvases for social messages. They paint colourful murals that celebrate unity, diversity, and civic pride. These murals serve as powerful reminders of the importance of community and civic responsibility.

The Elderly Samaritans: In Chennai, a group of senior citizens has taken it upon themselves to act as 'Civic Guardians.' These retired professionals dedicate their time to guide traffic during peak hours, ensuring smoother commutes and safer roads. Their presence not only reduces traffic congestion, but also serves as a heartwarming example of intergenerational harmony.

A United India: These stories from different corners of India highlight a growing awareness of civic responsibilities among its citizens. In a country as vast and diverse as India, where daily life can be challenging, these tales of civic awakening stand as beacons of hope. They showcase the power of collective action and a shared commitment to building a better future.

As these unsung heroes continue to inspire change in their communities, India is on the path to fostering a culture of civic responsibility that transcends regional, linguistic, and cultural boundaries. Their stories remind us that the true essence of democracy lies not only in the actions of the government but also in the hearts and actions of its people. In their determination and selflessness, we witness a united India working towards a brighter, more responsible tomorrow.

Q. 4. What is an editorial and what are its types? Write an editorial highlighting a political issue in your state.

Ans. Ref.: See Chapter-7, Page No. 65, Q. No. 1 and Page No. 66, Q. No. 3.

Also add: Title: Addressing the Urgent Need for Education Reform in Our State

In our great state, we are blessed with abundant natural resources, a rich cultural heritage, and a diverse population. However, there is an urgent issue that demands our immediate attention: the state of our education system. While we have made significant strides in various sectors, the state of our schools is a matter of concern that affects the future of our children and, consequently, the prosperity of our state. Over the years, our education system has faced numerous challenges, including outdated curricula, a lack of proper infrastructure, and a shortage of qualified teachers. These issues are not only hindering the intellectual growth of our youth, but also perpetuating socio-economic disparities. One of the most pressing concerns is the digital divide exacerbated by the COVID-19 pandemic. Many students, especially in rural areas, lack access to essential online learning tools, leaving them at a severe disadvantage. It is our collective responsibility to bridge this gap and ensure that every child has access to quality education, whether online or in traditional classrooms. Another issue that cannot be ignored is the need for curriculum reform. Our education system must adapt to the evolving demands of the job market and provide students with the skills they need for the 21st century. This includes incorporating digital literacy, critical thinking, and problem-solving skills into the curriculum to prepare our youth for the challenges and opportunities of the future. Furthermore, our teachers, who play a pivotal role in shaping the future of our children, deserve better support and compensation. Investing in teacher training and professional development is essential to ensure that they are equipped to deliver quality education. We must also address the issue of school infrastructure. Many of our schools lack basic facilities such as clean drinking water, functional toilets, and safe classrooms. It is a matter of shame that some of our children are forced to study in substandard conditions.

As citizens of this state, it is our moral duty to demand action from our elected representatives. We call upon our leaders to prioritize education reform, allocate adequate funds, and implement policies that will revitalize our education system.

Q. 5. What are the do's and don't's of headline writing? Explain the headline props with examples.

Sample Preview of The Chapter

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WRITING AND EDITING FOR PRINT MEDIA

Basics of Writing

1

INTRODUCTION

As a journalist, writing is an important skill to possess. It can be a difficult task to perform effectively and accurately, even for native speakers. In this unit, we will discuss the writing process, including identifying the topic, gathering information, and dealing with writer's block. We will also cover the importance of a thesis statement, essay map, adequate paragraphing, and effective introductions and conclusions. It is also important to be aware of the different types of writing, such as expository, descriptive, narrative, and argumentative. Finally, we will discuss the process of writing drafts, reviewing, editing, and proofreading.

CHAPTER AT A GLANCE

METHODS OF WRITING

Writing is a skill that can be learned by focusing on effective methods. Experienced writers spend a significant amount of time planning, thinking about their readers, understanding their subject, considering their first draft as a discovery draft, and thoroughly revising their work. The suggested steps for successful writing include planning, considering the reader, investigating the subject, organizing, writing a full draft, and revising and refining. These steps do not necessarily need to be followed in a specific sequence, and writers can adapt them to their specific situation.

Writing can be divided into three key stages: pre-writing, writing, and re-writing. To effectively write, one must consider three elements: purpose, subject-matter, and reader/audience. It's important to ask oneself why they are writing a particular piece, who their audience is, and where they will source the material for it.

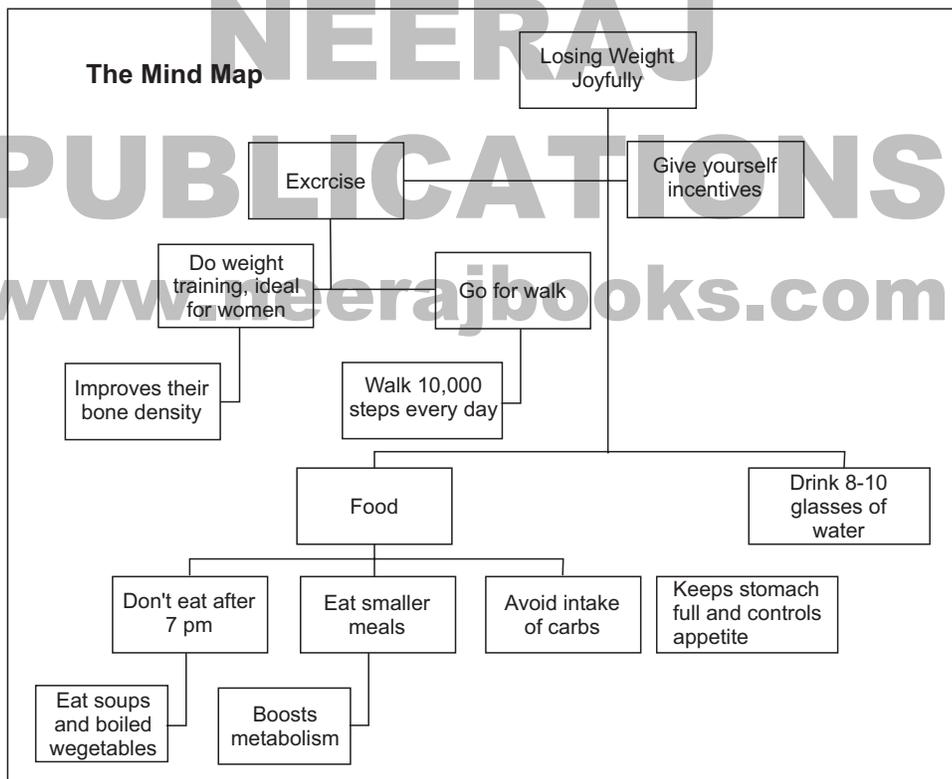
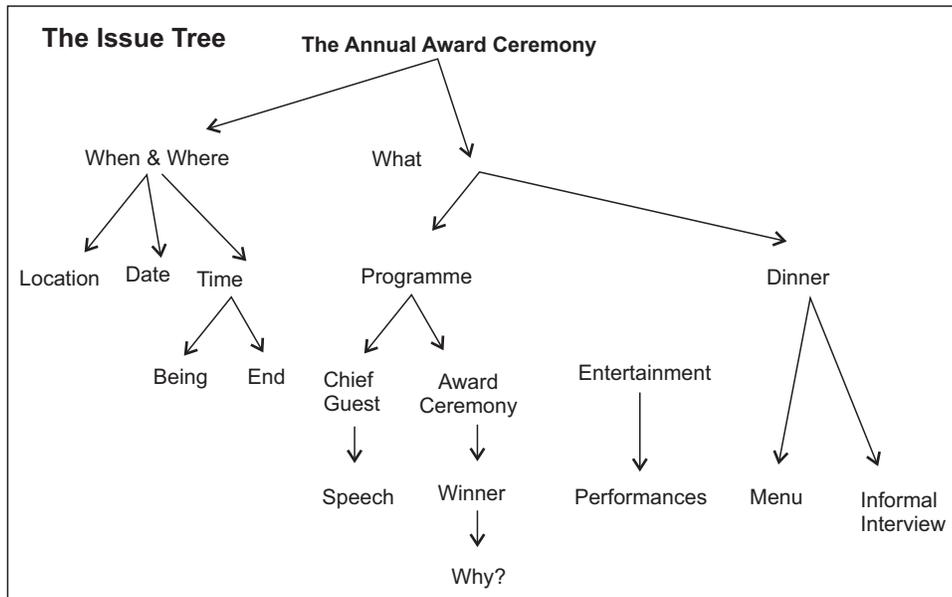
Identifying Your Subject

When writing about topics assigned to you, it's important to focus on the part that caters to the brief of your editor and readers' interests, rather than getting distracted in many directions. Understanding why you are writing about a subject can help you formulate a clear goal, research relevant information, and organize your material. Clearly stating your purpose can help your audience understand the importance of your topic and identify the most relevant information for your readers and goals. For example, when writing about English as a global language for an Indian audience, you should identify the specific aspect you want to focus on, such as the business benefits of knowing English or how Indians can make their English more acceptable internationally. This will help you gather the most relevant information and avoid collecting unnecessary information.

Gathering Information

To prepare for writing, it is important to gather all the necessary materials and organize them in one place. While researching, use highlighters and notes to indicate important information and ideas. Brainstorming is a useful method for generating ideas, whether done alone or in a group. When brainstorming alone, it is important to review materials and notes before beginning to generate ideas. One technique for recalling ideas and information is to build an issue tree or mind map, which visually organizes information in a hierarchical structure. These techniques can help with rapid thinking and free association, and can be evaluated later for their usefulness and relevance to the topic.

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Purpose

To ensure focus and coherence in writing, it is important to have a clearly stated purpose, such as writing a report or a persuasive piece. Without a goal,

the writing project may lack direction and purpose. An explicit purpose statement helps identify the necessary steps and concentrate the search for relevant information.

Knowing your Reader

Knowing your reader is essential in determining how and what you write. Consider the reader's expertise, knowledge, and attitude towards the topic. Avoid repeating information the reader already knows, and provide clear explanations for new information. Determine the background information the reader may need to understand the current situation, and consider what action you want the reader to take. Finally, consider whether the reader has any biases or positive associations with your subject.

Managing the Writer's Block

The technique of free writing can be used to overcome writer's block. It involves writing continuously without editing or evaluating the content, even if you have nothing to say. The goal is to keep the words flowing, allowing the subconscious mind to bring forth new ideas and solutions. By setting a time limit and writing without interruption, the exercise can produce useful and relevant ideas and improve fluency with words.

BEGINNING TO WRITE

When starting to write, it's recommended to have more information than you think you will need to support your main idea. This gives you a better choice of facts and arguments to select from, resulting in a more effective presentation. With more options to choose from, there are fewer gaps in your argument and fewer objections from your reader. However, it's important to balance your research time with deadlines.

Writing the Thesis Statement

It is useful to formulate a thesis statement after identifying the topic of writing. A thesis statement is a simple sentence that declares the main point or controlling idea of the writing task. It helps to have a thesis statement because it works as a valuable organizational tool and everything in the writing should support it. A good thesis statement should state the writer's clearly defined opinion on a particular topic, generally assert one main idea, and be stated in specific terms. It is important to know the difference between the working thesis statement that appears in rough drafts and the final thesis and to not be afraid to change direction.

Essay Map: The essay map is a brief statement in the introductory paragraph that introduces the main points to be discussed in the essay and provides guidelines for organizing writing. It is different from the mind map, which is a jotting down of ideas as they come to mind. The essay map helps prevent wandering off into areas only vaguely related to the

thesis statement and serves as a skeleton outline for the sequence of paragraphs in the writing.

Writing a Paragraph

The ability to write a paragraph is crucial for success in writing longer pieces such as letters, reports, and newspaper articles. A paragraph is a unified piece of writing centred around a controlling idea or theme, often expressed in a topic sentence. Starting a paragraph with a topic sentence helps both the writer and the reader by providing a clear central idea to build upon. Developing the central theme of a paragraph can be done by adding more information, explanation, examples, and illustrations to the idea expressed in the topic sentence.

An effective paragraph requires coherence, in addition to a topic sentence and supporting details. The writer needs to take the reader logically and smoothly from one idea to the next, ensuring that one sentence logically leads to the next.

As an alternative technique, transitional devices are important to bring coherence in a paragraph. They are like signposts that help in moving smoothly from one sentence to another and show the logical relationship between them. They include words and phrases such as 'however', 'therefore', 'in addition', 'moreover', 'nevertheless', 'consequently', 'in conclusion', and 'furthermore'.

The list below includes words and phrases that function as transitional devices:

- **To express result:** *Therefore, as a result, consequently, thus, hence.*
- **To give examples:** *For example, for instance, specifically, as an illustration.*
- **To express comparison:** *Similarly, likewise.*
- **To express contrast:** *But, yet, still, however, nevertheless, on the other hand.*
- **To express addition:** *Moreover, furthermore, also, too, besides, in addition.*
- **To indicate time:** *Now, later, meanwhile, since then, after that, before that time.*
- **To express sequence:** *First, second, third, then, next, finally.*

Deciding the order in which a paragraph should be presented is an important decision to make. In some cases, the subject-matter itself may dictate the order of the paragraph, while in other cases, the writer must decide which order will best hold the reader's attention. Writers may choose to withhold their strongest point until the end of their writing. Each paragraph should not appear as isolated blocks of thought, but rather as

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part of a unified, step-by-step progression. To achieve continuity, transitional devices can be used to link each paragraph to the one before it. Additionally, idea hooks can be used to smoothly transition from the last idea of the previous paragraph into the next.

Introductions and Conclusions

The introduction of a piece of writing is important in catching the reader's attention and making them want to keep reading. Some ways to create successful introductions are by using statistics, questions, quotations, stories, analogies, contrasts, personal experiences, and stating a problem or misconception.

A satisfactory conclusion is crucial for a good piece of writing and must emphasize the validity and importance of the writer's thinking. Several suggestions can lead to ideas for conclusions, such as restating the thesis statement, evaluating the importance of the subject, discussing broader implications, making a call to action, giving a warning, using a quotation from an authority, sharing an anecdote, or asking a rhetorical question.

ORGANISING YOUR WRITING

The ability to organize information is an important skill for journalists. Creating a pattern that is easy to read and understand is essential. There are four basic discourse strategies that can be used to present information, including narrative, descriptive, comparison and contrast, and cause and effect. While they are separate, multiple types of discourse can be used in a single piece of writing.

Forms of Discourse: The four basic forms of discourse are exposition, narration, description, and argumentation. Exposition is used to present facts, narration presents information in terms of temporal action, description presents information in terms of space, and argumentation is used to resolve conflicts of facts. These forms are often intermixed in a piece of writing, and only one form can be dominant.

Expository Discourse

Expository writing is a common form of writing which explains and has the purpose of grouping, classification, and definition. Grouping involves selection, classification involves breaking down a broad topic into parts, while definition sets limits, boundaries, or explains characteristics. Definitions are considered one of the purest forms of exposition as they answer the basic question of 'What is it?' or 'What does it mean?'

Narrative Discourse

Narration is based on the temporal order of actions in a chronological sequence. Skilled narration involves

arranging details to build up to a climax and can range from novels to anecdotes. The author may use techniques such as flashbacks or beginning in medias res (in the middle of the action) to create special effects or maintain interest. These techniques can be found in novels and films.

Where to look for ideas: To write effectively, writers must draw from their personal experiences, observations, imaginations and thoughts. Borrowed ideas are not effective, as writing is not simply a matter of ideas or phrases, but rather how they are presented. Originality is key to creating an interesting narrative. Writers can draw from their memories, friends and favourite places, events and participants, and imagination and wishes. By considering these sources, writers can create unique and captivating stories.

To devise a plan for writing a narrative, one needs to ask four basic questions which are: What is special or typical about my narrative? Why am I telling the story? What kind of readers am I writing for? How will my reader best understand my plan and purpose? In addition, one may ask oneself three more questions regarding the length of the narrative and the availability of information. To improve narrative style, one may consider the stylistic features of simplicity, direct conversational style, individuality, and concreteness.

Descriptive Discourse

Description is a type of narration that involves creating a visual image of a person, place, or thing. All descriptions involve spatial dimensions and can proceed from a particular to the general or vice versa. Spatial arrangement is important in descriptions, and they can be about people, places, or processes.

Argumentative Discourse

In argumentative discourse, the writer presents an argument and considers both sides of a problem. There are three ways to present an argument: taking an affirmative position, countering the opponent's arguments with further evidence, or pointing out the fallacies in the opponent's arguments.

Reasoning is important in argumentation and there are two main directions of reasoning: inductive and deductive.

Inductive reasoning enables general statements to be made from particular examples and evidence, while deductive reasoning begins with a general concept and proceeds to sub-concepts or specific details. It is possible to use a combination of these patterns in writing.

THE WRITING PROCESS

The process of writing a first draft can be formal and intimidating. It requires writing in complete sentences