

EDITORIAL GRADUATE TRAINING SCHEME (PROVIDED BY PRESS ASSOCIATION AT HOWDEN) OVERVIEW 2009							
	Syllabus	Tutor					
WEEK 1							
	Evening welcome	Tony Johnston/ Mike Watson					
Mon 8	Introduction to course	Tony Johnston/ Mike Watson					
	The role of the multimedia journalist in today's newsroom						
	What makes news; sources of stories; the news agenda today						
	The role of video and the skills required						
Tues 9	Getting the basics right: use of words, story construction, intros, identifying key points of a story, the do's and don'ts of dropped intros, telling it simply,	Tony Johnston					
	writing to style, keeping in accurate, keeping it balanced, writing as tightly as possible.						
Wed 10	The newspaper industry – an overview, history, setting where we are in	Peter Sands					
	context, content that sells, the art of editing, grammar, punctuation, use of						
	language – clichés, jargon, unnecessary adjectives, meaningless modifiers						
	building pictures in the readers' minds; common mistakes; further exercises						
	in tight writing and editing.						
Thurs 11	Thinking headlines – for reporters and production journalists. What makes a	Peter Sands					
	good headline, and a bad one; headline styles – the label, the narrative, the						
	quote, the one-word, the pun; relationship between main decks, strap lines						
	and sub decks; attribution; headlines on the web; the reporter and						
	production journalist working together						
	Pictures on a page: captions; visual journalism						
Friday 12	Writing and editing – a complete page written and edited accurately.	Peter Sands					

WEEK 2									
Mon 15	Writing for the Web. Julian Sambles visit.	Andy Drinkwater/ Julian Sambles							
Tues 16	Internet for journalists	Andy Drinkwater							
Wed 17	The basics cont'd: rewrites, using quotes to animate and tell a story, writing and editing pitfalls, practical exercises in good writing and editing, examples of well-edited stories and poorly edited text.	Tony Johnston							
Thurs 18	An introduction to video: tapes, batteries, camera set-up	Christina Fox							
Friday 19	Focus, picture composition, exposure, shooting for the edit Sequences, sound and connections to the camera, Pieces to camera and interviews	Christina Fox							
WEEK 3									
Mon 22	Advanced interviewing skills - understanding body language Face to face and telephone interviewing, death knocks press onferences and putting interviewees at their ease	Tony Johnston							
Tues 23	Advanced interviewing skills cont Developing camera techniques; interviewing on camera	Tony Johnston/ Mike Watson							
Weds 24	Story boarding Shooting a story in video -- framing shots, voiceovers, shot ratios; understanding audio	Christina Fox							
Thurs 25		Christina Fox							
Friday 26	Overview to Government and FOI	Paul Francis							
WEEK 4									
Mon 29	An introduction to editing in video	Phil Muse							
Tue 30	Basic media law - covering the courts, structures, personnel, civil and makes news, sources of news, how to find and keep contacts, story writing criminal courts, reporting restrictions, preliminary hearings, indictable offences, children and young people, ASBOS, court, protecting sources, protection for court reporters	Pat Hagan							
Wed Oct 1	Presenting on camera, voice coaching and writing for pictures	Helen Philpot							
Thurs 2	Presenting on camera, voice coaching and writing for pictures (Cont)	Helen Philpot							
Fri 3	An introduction to editing in video cont'd	Phil Muse							

