

**EDITORIAL GRADUATE TRAINING SCHEME (PROVIDED BY PRESS ASSOCIATION AT HOWDEN) OVERVIEW 2007**

	<i>Syllabus</i>	<i>Tutor</i>
<b>WEEK 1</b>		
Sun Sept 2	Reception at the Manor for trainees. Peter Sands/ Tony Johnston/Mike Watson etc	
Mon Sept 3	Introduction to Multi-Media Journalism: What makes News, sources of stories and the art of storytelling in different media	Peter Sands/Mike Watson
Tues Sept 4	The role of the multi-media journalist - qualities; different media,  different styles, telling it simply, use of language, grammar, punctuation, the role of video	Peter Sands
Wed Sept 5	Glossary of terms, house style, accuracy, common pitfalls, tight-editing exercises and editing online	Peter Sands
Thurs Sept 6	Internet for journalists	Andy Drinkwater
Fri Sept 7	Writing for the Web	Andy Drinkwater
<b>WEEK 2</b>		
Mon Sept 10	Introduction to DTI/InDesign	Alison Trueman
Tues Sept 11	Production Group: DTI/ InDesigncont'd use of pictures, colour on a page, practical exercises	Alison Trueman
Weds Sept 12	Content Group: Advanced Interviewing Skills Content Group: Photoshop	Tony Johnston Alison Trueman
Thurs Sept 13	Content Group: Advanced Interviewing Skills cont Law and ethics in practice - privacy and intrusion, identifying public interest requirements, Press Complaints Commission, Code of Practice, right of access	Tony Johnston Mike Dodd
Fri Sept 14	Writing and editing a running story in print and online	PS
<b>WEEK 3</b>		
Mon Sept 17	Introduction to law - sources of law; court structure explained; court	David Banks

	personnel identified; criminal and civil law; guilty and not guilty pleas	
Tues Sept 18	Law cont'd - indictable offences; children and young people; sexual offences protecting sources; protection for court reporters; crime when suspect held Libel and Ethics - defamation outlined; slander and malicious falsehood; key defences	David Banks
Weds Sept 19	Multi Media Story Telling	Edward Roussel
Thurs Sept 20	Meta Data, tagging, and web design	Edward Roussel
Fri Sept 21	An introduction to Dreamweaver and building websites	Alison Trueman

**WEEK 4**

Mon Sept 24	An introduction to video: tapes, batteries, camera set up	Christina Fox
	Focus, picture composition, exposure, shooting for the edit	
	Sequences, sound and connections to the camera, Pieces to camera and interviews	
Tues Sept 25		Christina Fox
Weds Sept 26	An introduction to editing in video	Phil Muse
Thurs Sept 27	An introduction to editing in video	Phil Muse
	Presenting on Camera, voice coaching and writing for pictures and	
Fri Sept 28		TBC
	audio podcasting techniques and audio editing in Audacity	

**WEEK 5**

Oct 1- Oct 5

**Production Journalists**

Oct 1th	Headlines in detail - the role of the headline; 26 rules that govern good headlines, assessment of online and print-based headlines, the do's and don'ts of punning Practical headline writing. Bringing it all together by editing a pre-drawn page	Pat Pilton/Mike Watson
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Oct 2nd	The designer's checklist - titlepiece, blurbs, typography, colour, photoshop	Alison Trueman Watson/Peter Sands
	Layout exercise - Page 1 and a spread	Peter Sands/Mike Watson
Oct 3rd	Design and layout continued	
Oct 4th	Talking pictures - the good the bad and the ugly; using the picture archive;	
	selection; cropping; impact; practical exercises, picture formats online	Martin Stephens/Graeme Park
	Working for The Telegraph - final review, overview and assessment	
Oct 5th	Design and layout continued	Watson/Peter Sands

**Content Journalists**

Oct 1st	Developing camera techniques Story Boarding Interviewing practical	Christina Fox
Oct 2nd	Shooting a story	Chritina Fox
Oct 3rd	Editing in video practical	
Oct 4th	Telling stories in Video	DDG
Oct 5th	Telling stories in Video	DDG

**WEEK 6**

Oct 8- Oct 11	Project week: Delegates will bring together the learning they have acquired through the first five weeks of the programme through a series of structured, practical project assignments using different media to tell and develop stories. Delegates will work in two teams producing content in different media.	Peter Sands/Tony Johnston
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One production journalist will be attached to each of the teams

Oct 12th

Working for PA - working on the news wire; using Jazzbox; Peter Sands/Mike  
searching the web  
Working on a national  
Watson