

The image features a light pink wooden background with vertical planks. Two branches of pink cherry blossoms are positioned on the left and right sides, framing the central text. The blossoms are in various stages of bloom, with some fully open and others as buds. The text "BUREAU CHIEF" is centered in a bold, blue, sans-serif font.

**BUREAU
CHIEF**

BUREAU CHIEF

A news bureau is an office for gathering or distributing news.

Indicate geographic location

For eg: Thrissur bureau refers to a given news operation's office in Thrissur.

The person in charge of a news bureau is often called bureau chief.

BUREAU CHIEF

Works at satellite offices, far from the newspaper's headquarters

Coordinates the news gathering operations assigned to the bureau and hand over the reports to the news desk

A single news company may use a single bureau and office staff for the different subsidiaries (newspaper, television, radio and online media) to save money and space, and to ensure the availability of necessary services.

BUREAU CHIEF

A bureau chief may be responsible for one city or a district, or responsible for multiple cities and districts

Bureau chiefs must curate, report and file a selection of news stories from their base of operations, and hand them over to their newspaper's home office.

Depending on the size of the paper and the bureau, the bureau chief might work alone or oversee a staff



**REPORTER/
CORRESPONDE
NTS**

REPORTER /CORRESPONDENTS

Allen Bell states that journalists are professional story tellers of our age.

Traditional stories, novels, dramas start with a beginning and continue to some sort of resolution at the end. But news stories start with the climax and often end in the middle.

Gathers news and writes for the organization

REPORTER /CORRESPONDENTS

Performs the noble task of educating and informing the reader about what is happening around them.

Go after events ,statements and other developments taking place at the social,political and economic fronts and come up with well documented reports

Big news papers have specialists to report political,legal,business,education,crime,sports,films and special events. These reporters write authoritative articles in their special areas. Their background knowledge and specialization enable them to give meaning to events and issues.

REPORTER

/CORRESPONDENTS

At every social, political or cultural function, at the scene of a crime, accident or natural calamity a reporter is given an honoured place.

A reporter collects news on behalf of the readers of a newspaper.

A newspaper's reputation and credibility depends on the reports. Can make or destroy a newspaper



An experienced reporter on being given an assignment asks:

1. What has happened? The complete story

2. Why (or how) did it happen?

3. What does it mean?

4. What next?

5. What is beneath the surface?



QUALITIES OF A REPORTER

1. News sense: basic quality

- Reporter has to have a news sense or a nose for news to distinguish news from non-news
- Able to compare various news values and decide where to begin the story
- Important details are not to be missed
- Eg: an hour speech of a political leader

2. Accuracy: must obtain hard information - guesses, claims and carelessly checked materials can lead to disaster. In case of doubt it is better to leave out

-
- 3. Clarity: clarity of mind and expression
 - without the sense of clarity cannot communicate effectively
 - 4. Objectivity: should not allow personal bias or ideas to not take sides and should express all divergent views to achieve balance in a report.
 - 5. Alertness: should be alert while dealing with his/her subjects
 - alertness of reporters on various occasions has led to many major news breaks
 - exclusive stories do not walk into newspaper offices but alert reporters spot and follow them up

- 6.Speed: A newspaper is described as literature in a hurry -speed matters everything in a newspaper office

A reporter should strive to work fast

- Think fast,decide fast and write or type fast because he/she has to meet deadlines or may have to cover other assignments

- 7. Building contacts: maintain a long list of friends and acquaintances – immense help for news collection.

Important news breaks can come from any quarters

- 8. Curiosity: should have a lust for facts and a nose for news. it will lead to good news stories.

- 9.Skepticism: should not take anything for granted. Should verify claims,data and statements until faced with undeniable proof. Some vested interests can plant stories to meet their nefarious goals.Reporters should be caareful to avoid such traps

-
- 10.punctuality:must be punctual for meetings and events.if they are late ,they have to depend on secondary sources. It might happen that a rival may misinform the late coming reporter or hide some important piece of information.
 - 11.integrity:this attribute implies uncompromising honesty and strict adherence to a stern code of ethics.
 - There are far too many occasions for a reporter to be exposed to temptations.
 - 12.fearlessness and frankness: will empower the reporters to ask unpleasant questions and to find out truth at any cost.news stories are not given on a platter,but they have to be sought and investigated fearlessly. The duty should make them bold and brave. Similarly, they should not succumb to threats and intimidations.

-
- ① A reporter can make or destroy a newspaper. It should be noted that news stories filed by a reporter become news for millions of people. This is the noble task entrusted to a reporter.
 - ② A reporter should become an effective representative of the large readers and their extended eyes, ears and minds.