



# Essential Reporting: The NCTJ Guide for Trainee Journalists

*Jon Smith, Joanne Butcher*

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"If you want a book that instructs you about all the technical skills you need to pass the examinations set by the National Council for the Training of Journalists (NCTJ) and embark on a career in journalism, then this is the book for you. It outlines the basic knowledge required to succeed as a trainee reporter. Shorthand, intros, writing styles, subbing, layout, the way newsrooms work and how to find things out are among the range of skills described."

**- *Times Higher Education***

"Precisely what it says on the cover - a down-to-earth essential handbook for anyone embarking on a career in journalism. All you need to know about avoiding newsroom minefields and attracting the editor's attention for the right reasons. If only it had been around in my day!"

**- *Bob Satchwell, Executive Director, Society of Editors***

This is a book for everyone who wants to be a journalist: a practical guide to all you need to know, learn and do to succeed as a trainee reporter in today's newsroom.

Although the world of journalism is changing fast, as technology blurs the boundaries between newspapers, radio, television and web-based media, the reporter's core role remains the same: to recognise news, communicate with people, gather information, and create accurate, balanced and readable stories. **Essential Reporting**, written by an experienced NCTJ examiner, explains how to do this. Contents include:

- what makes a good reporter
- what is news, and how to find it
- how newsrooms work
- day-to-day life as a reporter
- key reporting tasks
- covering courts and councils
- successful interviewing
- writing news stories
- specialist reporting
- handling sound, pictures and the web

It also contains a wealth of advice, tips and warnings from working journalists, a guide to NCTJ training and

examinations, a glossary and a guide to further reading.

It will be invaluable to anyone embarking on a career in journalism and is the NCTJ's recommended introductory text for all students on college and university courses preparing them to become successful reporters.

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