## THE REPORTER'S GUIDE

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The Reporter's Guide by Thomas Allen Reed

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THOMAS ALLEN REED

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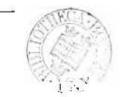
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### THOMAS ALLEN REED.



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64

- A REFORTER'S QUALIFICATIONS.—Mistaken views as to the reporter's duties and qualifications. Need of good natural abilities and fair education. Reporting scientific and historical addresses. Condensing. Erigencies of the press. No time for thinking. P. D. waiting for copy. University education not absolutely necessary. Importance of some knowledge of Latin, French, Greek, history, literature. Slight knowledge of many subjects most useful to the reporter. General politics. Law. Physical qualifications. Shorthand. Facility in composition and description. . Pp. 5—18.
- SECRETHARD.-- Absolute necessity of shorthand to the reporter. Multiplicity of systems, Difficulty of making a selection. Pitman's Phonography. Its advantages. Change of system: is it desirable ? Difficulty of changing from one method to another. Age at which shorthand should be commenced. Importance of beginning early. Length of time required. Speed to be attained. Mistaken estimates of speed. The mode of testing. Early failures and disappointments. Impatience to acquire speed leads to alovanly writing. Begin again. Departures from shorthand alphabetic forms to be carefully avoided in early practice. Clashings : how to avoid them. Expression of proper names and uncommon words. Hapidity of writing Average rate of speaking. Speed of rapid speakers. The author's early experience. Writing from distation. Importance of

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methodical practice. Danger of omitting small words. Coleridge's reporter. Keeping close to the speaker. Ruled paper double lines. Use of pen and pencil, gold pens, note-books, ink and inkstands. Pp. 17-97.

TRANSCRIBING NOTES .- Shorthand notes the raw material, not the manufactured article. Need of constant mental supervision in the work of transcription. Mechanical shorthand writers. How far a speaker's phraseology may be varied. The reporter and the translator. Involved speakers. Precise speakers. Exaggerated views of the reporter's functions. Omission of superfluous verbiage. Different modes of condensing. Difficulties experienced by verbstim shorthand writers in condensing speeches. Diffuse speakers. Pointless talk. The rounding off of angularities. Unfinished sentences. A specimen of loose cratery. How it should be rendered by the reporter. Characteristic angularities to be sometimes preserved. When to use the first person and when the third. The comparative advantages of the two methods of reporting. Various modes of using the third person. Alteration of tense. Time occupied in transcribing notes, dictation. Transcribing another's notes. Printing from shorthand notes. Difficulties in the way. . . . . . Pp. 38-60. Fair shorthand copy for printers.

- LONGRAND.— Importance of a legible hand to the reporter. Dangers attending slovenly writing. Hints to careless writers. Lord Palmerston's writing reform. The mode of holding the pen. Longhand abbreviations.
  - DUTTE OF THE NEWSPARE REPORTER.—Public meetings. Names of speakers. Orthography of names. Length of reports. Meetings of public companies. Municipal meetings. Political meetings. Impartial reports. Selection of speakers to be most fully reported. Besolutions and documents. Taking resolutions, etc., in shorthand. Lectures. Law reporting. The assizes. The griminal court. Mode

vi

of reporting oriminal trials. Nisi prins reports. Quarter sessions. Police courts. Inquests. Dinners. Driving. Travelling. Writing in a railway carriage. Descriptive reporting. Fine writing. Learned latinity. Slang newspaper phrases. Hackneyed quotations. The need of occasional cramming. Musical and theatrical criticism. Sub-editing. Correcting proofs. Punctuation. Contributions to London papers. "Flimsy," Private reporting and shorthand writing. Mode of writing out law reports for private use. . Pp. 66-98.

- BEFORTING AS A MENTAL EXERCISE.—Mental and mechanical operations in reporting. A chase after a rapid speaker. Attending to the sense as well as the sound. Liability of the ear to be deceived. Necessity of constant attention to the context. Importance of reporting as a mental exercise. . . Pp. 115—119.

vii

viii

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### THE REPORTER'S GUIDE.

#### INTRODUCTION.

Or the various departments of labour in connection with the newspaper press that of the reporter is perhaps second to none in importance. It is to his skill and energy that the public is mainly indebted for its daily supply of information on the current events of the day. Ubiquitous and observant, he leaves nothing unrecorded that can be of interest to any considerable section of the community. A Fenian rising and a rose-show, a borough election and a boat-race, alike demand his attention, and call forth whatever descriptive powers he may possess. Now his ready pen is faithfully recording the utterances of a prime minister; now dotting down the words of an oratorical costermonger. He is as much a necessity to modern life-at any rate in a free country like our own-as the post-office or the electric telegraph. To abolish his functions would be to leave society dependent upon vague rumour for information, even on the topics in which it is most deeply interested, and to limit the audience of its public instructors (now co-extensive with the nation) 11 B

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