



ULAB
**UNIVERSITY OF LIBERAL ARTS
BANGLADESH**

Media Studies and Journalism Department

Internship Report

Name : Aadrita Roy Rhine

ID : 191012015

Term : Fall 2023

Course Code : MSJ11498

Host Organization: NTV



Submission Date: 15th December 2023

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Student Details

Name : Aadrita Roy Rhine

Student ID : 191012015

Department : Media Studies and Journalism Department (MSJ)

Major Concentration : Digital Journalism

Minor Concentration : English

Career Goal : To be a successful and renowned person from my country. I am ready to do whatever is necessary for the betterment of the people around me, my country and also myself. But of course I will do it as a person who is ethical, impartial and transparent in all matters.

Website Address : <https://sites.google.com/ulab.edu.bd/arrhine/home>

Internship Details

Host Organization	NTV
Address	BSEC Building (6th Floor), 102, Kazi Nazrul Islam Avenue, Karwan Bazar, Dhaka - 1215, Bangladesh
Web	www.ntvbd.com
Host Organization Supervisor	Zahirul Alam
Designation	Head of News
Internship Area	News Desk (National, International, Sports), Ticker, Field
Internship Start Date	05 October, 2023
Internship End Date	31 December, 2023
Average Working Hour	6 Hours
Weekly Working Hour	30 Hours +/-
How Many Weeks	10

Acknowledgement

I would like to express my gratitude to every person who helped me to complete and present this report beautifully. Thank you my dear parents, thank you to my respected teachers, thank you to my office colleagues, thank you to my seniors and juniors, thank you to my friends and classmates. Finally thank you Lord for blessing me always and not giving up on me. Thank you Lord for protecting me from all sides and giving me the ultimate physical and mental strength to do this report.

For five years I have been studying in the Media Studies & Journalism department of University of Liberal Arts Bangladesh and I have zero regrets about not being a public university student. I am very proud to be a student of ULAB. The journey of my university life was amazing from every aspect. For that reason I want to thank all of my university faculties for being there for me when I needed something.

I would especially like to thank my Internship Advisor Sanjana Rahman ma'am for helping me throughout the semester of my internship. She directed me, advised me by email and also sometimes over the phone because of recent sensitive political activities in our country for the upcoming election. Her guidelines were easy to follow and for that reason I finished my report easily.

My deep gratitude from the bottom of my heart for NTV, the TV channel station where I did my internship. I would like to thank each and every colleague. My special thanks to Kotha Nahiyen apu, Anisuzzaman Anis bhai, Rokan Uddin bhai, Monira Akhter apa, Md Arifur Rahman bhai, Muhammad Manjur Khan Rana bhai, Afra Anjum apu, Fakrul Alam Kanchan bhai and lastly Zahirul Alam bhai. I wish I could write all the names of all the members of NTV, who helped me in each step.

This internship journey with a prominent television channel was a great experience for me. It will be a forever memorable thing to me because I did so much work in these three months. I got to learn and apply my theory based academic knowledge in this time. Also I developed professionalism throughout the entire time.

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced.
4. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name: Aadrita Roy Rhine

ULAB ID: 191012015



Signature _____

INTERNSHIP REPORT APPROVAL FORM

Student Name: Aadrita Roy Rhine

ID No.: 191012015

Major: Digital Journalism

Year: 2023

Local Phone: 01874395240

Email: aadrita.roy.msaj@ulab.edu.bd

INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: NTV

Internship /Project Report: News Desk (National, International, Sports), Ticker, Field

Topic: News

Semester (Tick one): ☐ Spring 2023 ☐ Summer 2023 ☒ Fall 2023

Advisor APPROVAL

(Please place a Tick)

☐ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-write

Remarks (If Not Approved/Pretrial/Full Rewrite):

Signature: _____

Date: _____

Name: Sanjana Rahman

Title: Lecturer

E-mail: sanjana.rahman@ulab.edu.bd

Phone: 01786220367

Introduction

While searching media houses for my internship I got a chance to do it in NTV, which is one of the prominent television channels of our country Bangladesh. It is a mixed entertainment based television channel, but I worked in the News Area. I worked in National Desk, International Desk, Sports Desk, Ticker and lastly in Field for outdoor news. Beside this I also gave voice for some of their different contents like 'OnnoRokom Golpo' and 'News Flash'.

Most of the main tasks were to check the Emails from the national desk, save them, print them, make them as OOV (Out of Vision) or OOV-SOT(Sound on Tape) or PKG (Package), telling my supervisors to check on them. Then I searched for the footage and dropped it for editing, asked the assigned Producer to give a panel for editing, in the panel I had to tell the video editor what I want for the final product and then after dropping the final product I told the producer that it is edited.

I have learned to do a lot of work in a group and different different procedures to make a news. It also increased my level of patience. It was a really amazing opportunity to know more about a typical newsroom environment. I also learned to work in pressure and in a short time. NTV taught me how the internal procedure functions and also how the software Octopus works from newsroom to PCR (Production Control Room).

The first days of my internship, I was very scared to do my work and I was also very slow. But later all the work paid off because this made me faster and more confident. Now I know what to do and what not to do.

This journey was very much engaging and it was so knowledgeable too. I am entirely into practical life. At first I was thinking of doing an internship in print media but NTV changed my mindset and built me into a different person.

Expectations / Objectives

Studying for five years in MSJ (Media Studies and Journalism) department I always thought about how the feeling would be when I will work in a television channel. After searching for many areas I finally decided to go with NTV. Fortunately I got the chance to work in NTV because it is a very good platform to work and it is still doing the traditional method of journalism. So I got the opportunity to learn real journalism there.

Expectations :

- 1) To understand how a media house runs.
- 2) To understand how a media house works in a group.
- 3) To understand how a person updates herself or himself with the world.
- 4) To develop professional characteristics.
- 5) To improve my writing skills
- 6) To make a good connection with all.
- 7) To build my morals and values more strongly.
- 8) To be an open minded person.
- 9) To be a hundred percent neutral and transparent person.
- 10) To make myself a skilled person.

Objectives :

- 1) To improve my communication skills.
- 2) To know more about some new software.
- 3) To improve my punctuality.
- 4) To finish my work under pressure and for a short period of time.
- 5) To maintain the structure of writing.
- 6) To adjust in a new environment.
- 7) To keep myself updated.
- 8) Memorize many things at once.
- 9) To increase my project's quantity and also quality.
- 10) To get familiar with the office, equipment and environment.

Host Organization

NTV, full meaning National Television. Though its broadband area is worldwide. It is owned by International Television Channel Limited. It is a Bangladeshi Bengali-language satellite and cable television channel based. It is situated mainly in the 7th floor of the BSEC Building in Karwan Bazar of capital Dhaka. NTV was launched on 2 July 2003. It is one of the most popular television channels from Bangladesh. It is also a mixed entertainment based channel because there are lots of dramas, soap operas, educational programme, religious and political programme shown all the time with news.

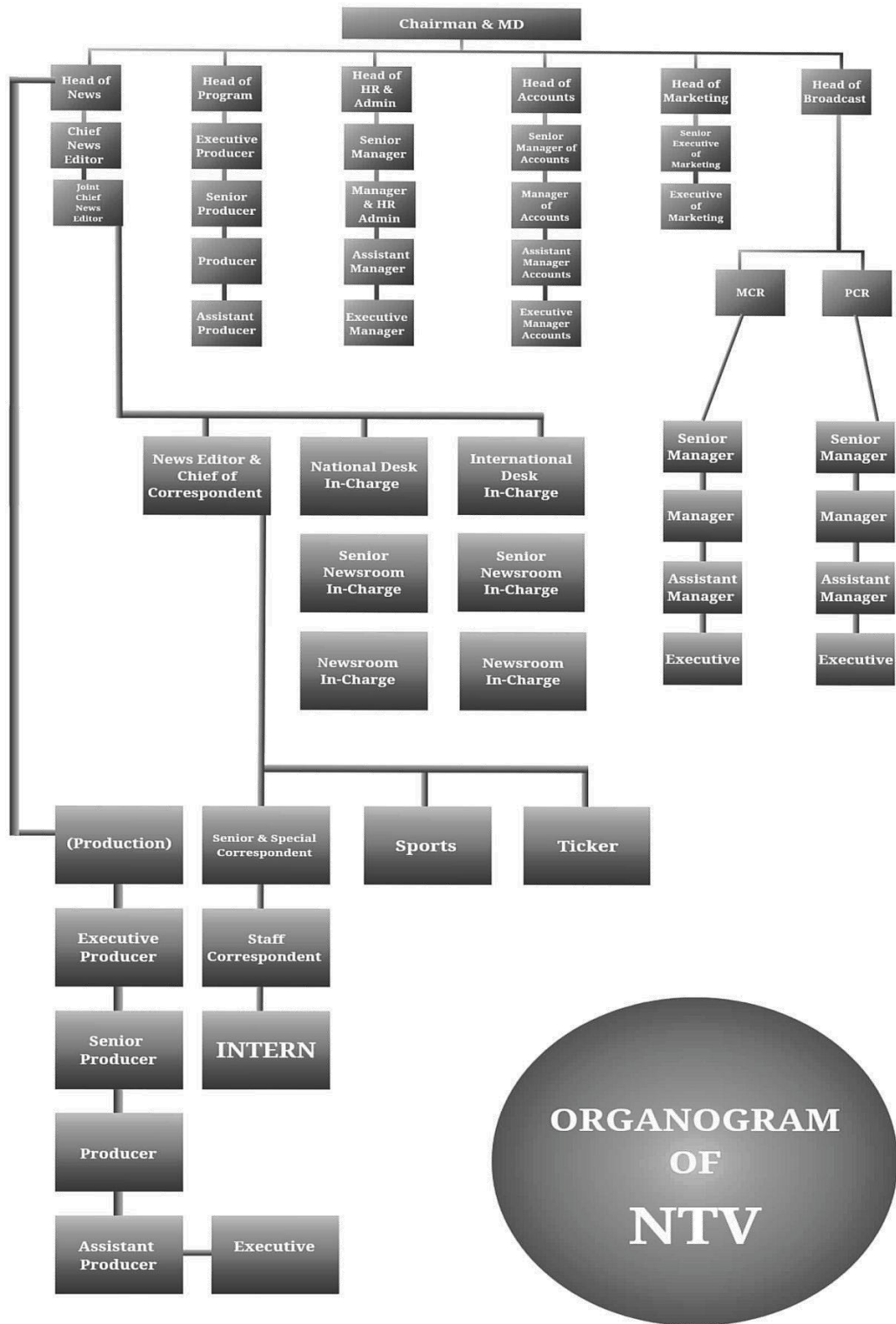
NTV's objectives are given below :

- 1) Spreading the truth from each and every person or community.
- 2) Giving importance to the important person, community or a thing.
- 3) Ensuring the authentic news with facts.
- 4) Ensuring the punctuality and proximity of the news.
- 5) Giving the voice to the voiceless.
- 6) Contributing to shaping society.
- 7) Developing the future journalists to the right path.

Logo of NTV :



Organogram



Work Environment

Initially there were some problems I faced. But day by day it got better by communicating. Each and every person from my host organization was very friendly and accommodating. The whole team helped me a lot. The whole Newsroom, Editing panel, Makeup Room, PCR everywhere I received so much warm and support. They were all very co-operative. They are really skilled, punctual, well organized, clear and open minded people. They know what they are exactly doing. When I needed them they were always there to help me. All I can say I received such an amazing environment for work.

Tasks as Intern

Everyday at my host organization was a little bit different from the other day. Still some work I did each and every day, some work I did occasionally.

Here are the tasks I did as an intern :

- 1) For National Desk; I checked, saved, renamed and printed the emails that came from the local correspondents each and every day.
- 2) Then I was told to do OOVs (Out of Vision), OOV-SOTs (Sound on Tape) or PKG (Package) from the national desk incharge or news editor or anybody at that moment is telling me to do.
- 3) I received the calls and also called the local correspondents when I needed confirmation of information.
- 4) After writing and getting the approval of my script, I searched for footage from the folder named 'FTP Media'_ 'Bridge Folder'_ 'Local Correspondent'_ 'City Name'. After that I selected the footage and dropped it to another folder named 'User_Drop'_ 'FTP'_ 'E1' or 'Internet'.
- 5) Dropping the clips, now I had to ask the Producer to give me an editing panel. Producer gave me a panel and I told the video editor to do what the news exactly needs from the footage.
- 6) After finishing the work from the panel I confirm that the work is done and the rest of the work is to be done by producers.
- 7) For International Desk; I go with the same procedure as the national desk but now I had to search the real news from the internet, collect the footage from internet and AP Newsroom then drop the footage to the folder named 'User_Drop'_ 'APTN'_ 'Person Name'.
- 8) For Sports Desk; the footage collection is done mainly from YouTube and from Ingest. Then drop it to the folder named 'User_Drop'_ 'APTN'_ 'SNTP'.

9) If there is any still image to use then I called the Graphics department and told them to do it in 'Alpha'.

10) For the first two to three days I worked to learn 'Octopus' and practiced Bengali writing in 'Bijoy' and 'Avro Converter'. Also learned some few things from 'Vizrt' software in case I had to write anything for Ticker Desk.

11) For Field Reporting purposes I went outdoors for three days with my three seniors and one day all on my own. In this moment I tried to remember the thing they did and they told me to do.

12) In international desk there is a thing called 'News Flash', It is a compilation of a video that goes with relevant clips with the relevant headlines and voice over. I tried to search for the headlines with my senior. I also gave voice over one time for this content.

13) News department has two shows named 'Aaj Dupure' and 'OnnoRokom Golpo'. I gave voice for two to three days in 'OnnoRokom Golpo'.

14) I went to the office in a minimal way so that my attire does not steal the focus from the news presenter because from the newsroom we can see the presenter through a clear glass. Also I was always concerned about one thing: that, for me, no one should fall into an awkward position during a broadcast or any other time.

15) Lastly, I joined my colleagues when they all watched any match or went on a tea break together.

PROJECT DETAILS

Project 01

Project Name : Package on “Chandpur Durga Puja Preparation” (শেষ মুহূর্তে দেবীকে সাজাতে ব্যস্ত প্রতিমা শিল্পীরা)

Type of Work : PKG from National News Desk

Assignment Date : October 17, 2023

Telecast Time : 05:00 PM (Deshor Khobor)

Project Details : My colleague from National Desk gave me a script of Durga Puja Preparation in Chandpur. The script was already formatted in a Package format. So she commanded me to write a totally fresh script out of that script. The script was written in a more informative and descriptive way. I tried to write and make it into a soft new version as it was a story of Durga Puja.

My Roles, Tasks and Responsibilities :

- 1) I was assigned to create a Package story on Durga Puja Preparation.
- 2) I saved the main copy and then printed it giving it to the incharge.
- 3) After assigning me I read the story very carefully for some time. I brainstormed it and started making a plan on how to proceed with it.
- 4) I write the story using the ‘Octopus’ software. Another colleague of mine checked the script and I understand my little mistakes.
- 5) After writing the story I informed my script editor to check my script.
- 6) Then I copied the footage from 'FTP Media'_Bridge Folder'_Local Correspondent'_Chandpur' and renamed it. After that I drop it to the folder 'User Drop'_FTP'_E1'.

- 7) Seek video editing panel from producer for cutting footage.
- 8) Directed video editor about what to cut, where to cut, what to use for the news package.
Told him about the duration and it was done.
- 9) After cutting I informed the producer and the incharge.
- 10) I went to the PCR that day when this story was about to be broadcast.

Challenges :

- 1) It was a bit hard to write a PKG when you are already given the main script in a PKG structure.
- 2) I was struggling with the slow speed of my Bengali typing.
- 3) It was a little confusing to understand the whole footage editing process.

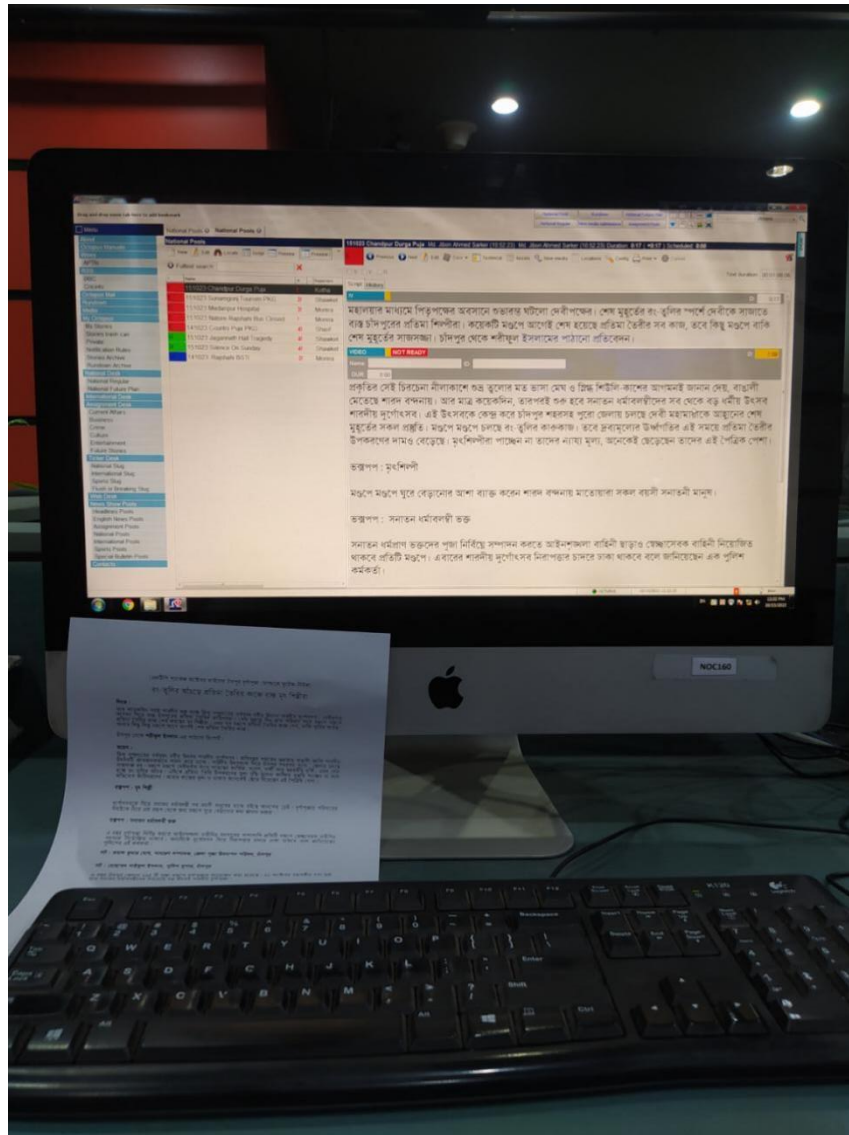


Image 1.1 : Main Script and My Edited Script.

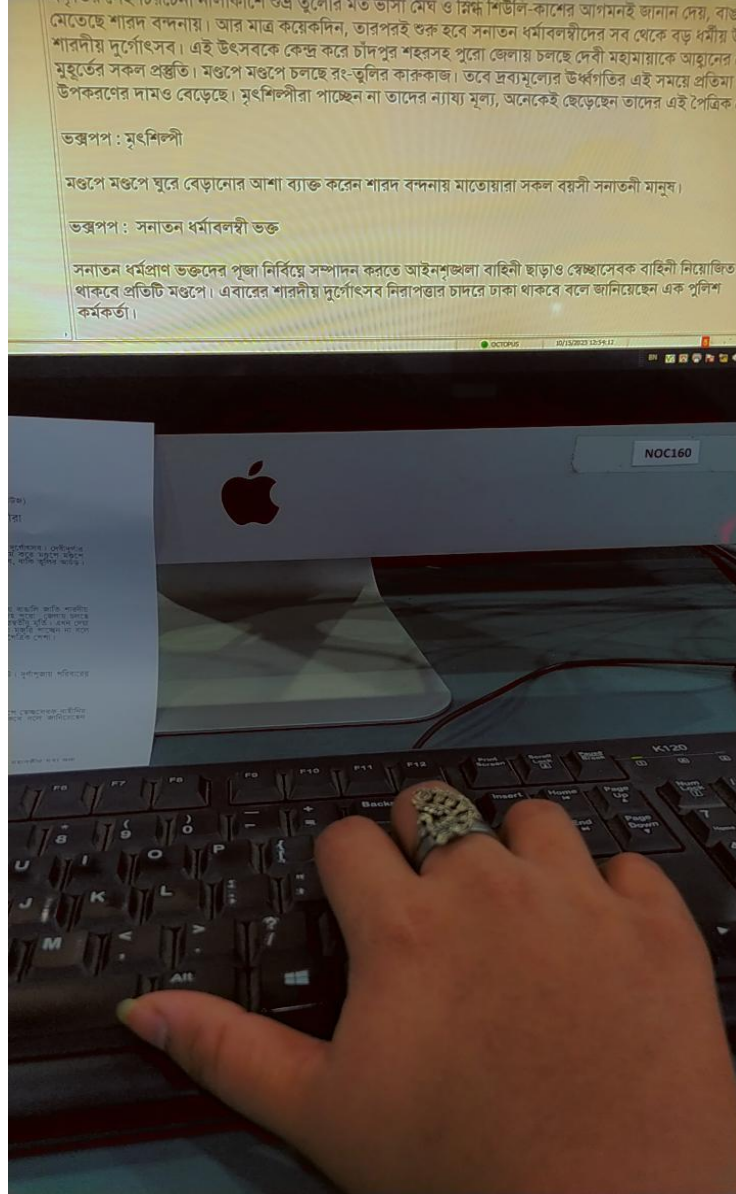


Image 1.2 : While Writing the Script.

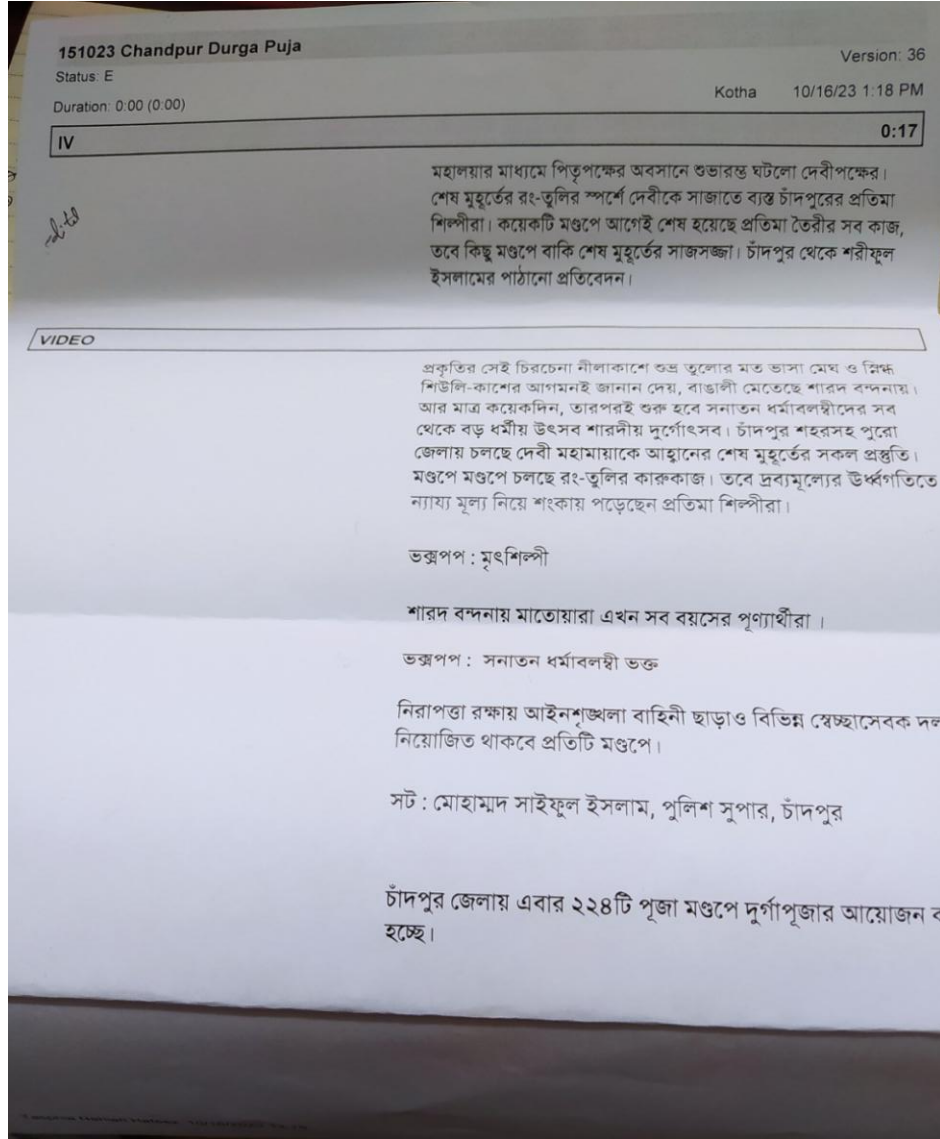


Image 1.3 : Final Edited Script.



Image 1.4 : Published News (YouTube Screenshot)

My Mistakes :

- 1) I have written the first paragraph of my package very big.
- 2) I have written some things twice.
- 3) I have written some extra words.
- 4) I have written the same thing that people already knew for a long time.
- 5) I took an extra long time to write it properly.

My Learning :

- 1) Television stories have to be very fat cutting short.
- 2) I developed how to reduce a big script into a smaller script.
- 3) I started to take care of word choosing.
- 4) Same words should not be written many times.
- 5) I learned about how to avoid redundancy.

YouTube Link : (Video Time _ 11:45-13:35)

<https://www.youtube.com/watch?v=cwCNWJM7fy8>

Project 02

Project Name : Out of Vision (OOV) with Sound on Tape (SOT) on “RAB Brief”.

Type of Work : OOV-SOT from Field

Assignment Date : November 18, 2023

Telecast Time : 02:00 PM (Dupurer Khobor)

Project Details :

I went to the office that day at 11:45am. After entering the newsroom our Chief Reporter assigned me to go to this RAB event of RAB where a briefing will start in 10 to 15 minutes. The briefing place was on the 11th floor of our BSEC building so it was pretty easy to just grab the equipment with a video journalist and go to shoot. It was a briefing of two arrested people, who created a mess in the BNP General Assembly of 28th October in Dhaka.

My Roles, Tasks and Responsibilities :

- 1) I signed in a form for camera and equipment requisition, getting the approval of the form we went to the briefing.
- 2) I was very nervous at first because I was going all alone with zero senior reporter colleagues for the first time. But our video journalist colleague was very helpful. He directed me and I listened to him.
- 3) I understand the situation. Read the briefing report they gave us and went back to the office.
- 4) I informed our chief reporter then he assigned me to write an OOV-SOT.
- 5) Returning from the briefing to the office I returned all the things that have been used in the event.

- 6) After writing the script I informed them to check and give approval.
- 7) Then I got a panel to direct the video editor what to edit for the news.
- 8) I informed them once again that my work is complete and it can be aired.

Challenges :

- 1) I was very nervous because it was my first all alone outdoor shoot for NTV. But I managed myself greatly.
- 2) I was struggling to understand what the important thing was that person was saying because it was very repetitive.
- 3) I was confused with the procedure of equipment collection and other formalities.
- 4) I was anxious about my writing.



Image 2.1 : Equipment Form Signed & Camera Store.



Image 2.2 : Event Place.



Image 2.3 : Event Place.

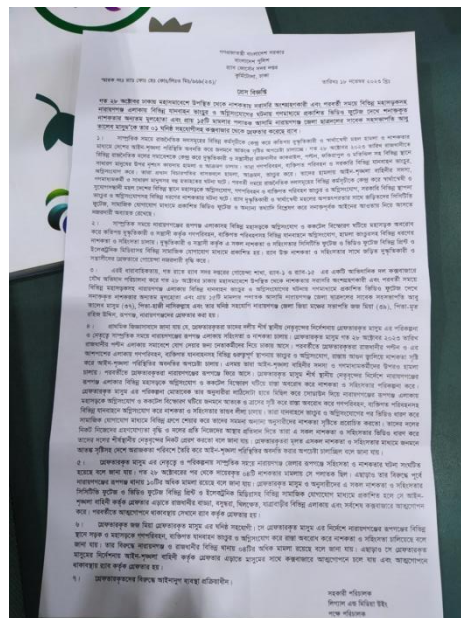


Image 2.4 : RAB Briefing Notice.

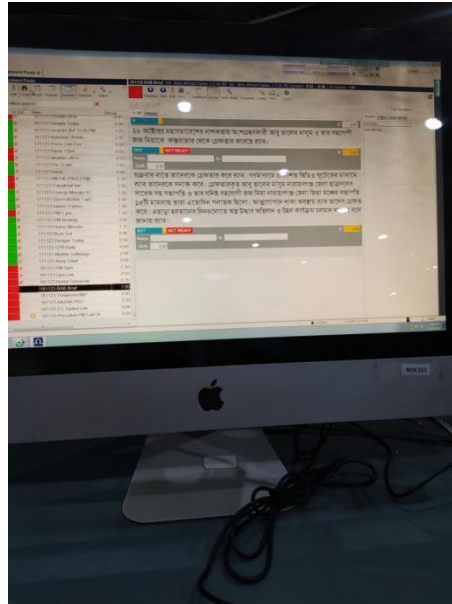


Image 2.5 : My Edited Copy.

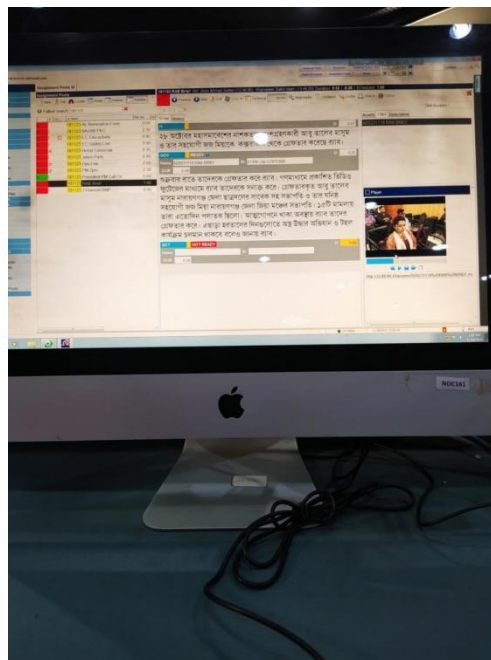


Image 2.6 : Final Edited Copy.



Image 2.7 : In the Editing Panel.

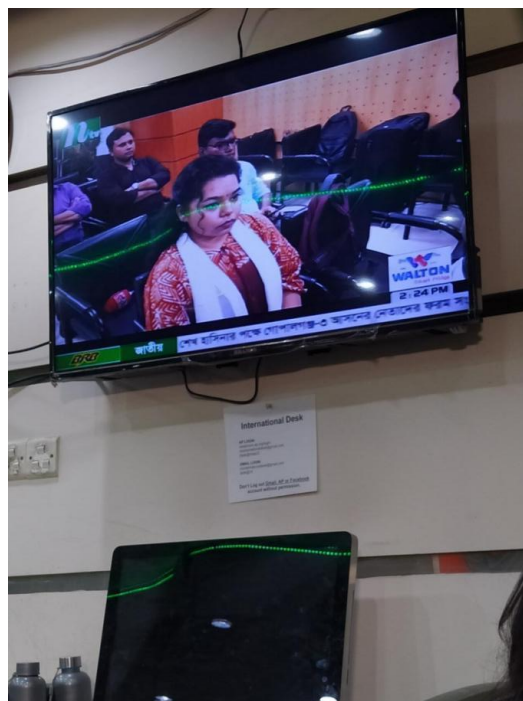


Image 2.8 : Published News.

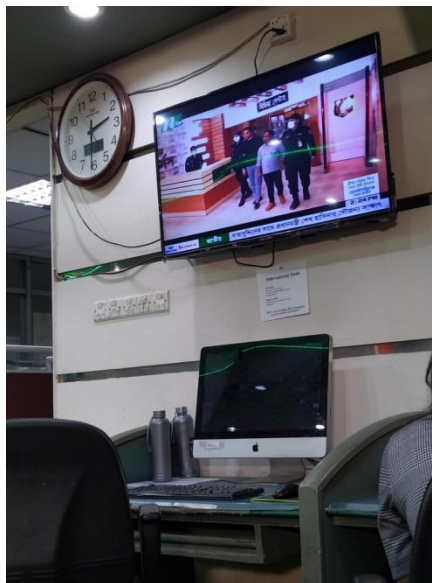


Image 2.9 : Published News.



Image 2.10 : Published News (YouTube Screenshot)

My Mistakes :

- 1) I did not mention the place 'Dhaka' in the IV (In Vision) part.
- 2) I did not have the time to know the name of the person who was going to the SOT part.
- 3) I did not mention the time exactly at first.

My Learning :

- 1) I should always follow the 5W1H thing as much as possible.
- 2) I should question others to know the name of the important person.
- 3) I should keep in mind where to elaborate and where to decrease the quantity of words.

YouTube Link : (Video Time _ 20:40-21:53)

<https://www.youtube.com/watch?v=72wdkO3ZQZM>

Project 03

Project Name : Out of Vision (OOV) on “Sam Altman - Open AI”

Type of Work : OOV from International Desk

Assignment Date : November 22, 2023

Telecast Time : 02:00PM (Dupurer Khobor)

Project Details :

This is the day I write about international news. This news was about Sam Altman, the CEO of Open AI. He was suspended from his own organization but later the board decided to keep him. I did not know this news before that day. My senior colleague was searching for news and CGTN published breaking news that Sam is back in Open AI again. I was assigned to write an OOV out of this news.

My Roles, Tasks and Responsibilities :

- 1) After reading the breaking news from CGTN I started to search other news portals also for details.
- 2) After reading the details from various kinds of news articles it was not enough because I did not know about the issue before. So I tried to search for background information. I also searched in Bengali news portals.
- 3) Reading the different news of Sam Altman I understand the story and give it some of my touch.
- 4) I did prepare a script with some background information.
- 5) I downloaded footage of Sam Altman from the AP Newsroom and dropped it the APTN folder, because that is the place for international news.

- 6) I went to the panel and edited the footage with a video editor.
- 7) I asked my senior what my faults are and understand them.

Challenges :

- 1) I was very nervous because it was international news and also it was a follow up news.
- 2) I did not know the main context at that time so I was anxious.
- 3) I was anxious about my writing because the news was in English and I have to write it in Bengali.
- 4) The video footage copy pasting was a little bit difficult.

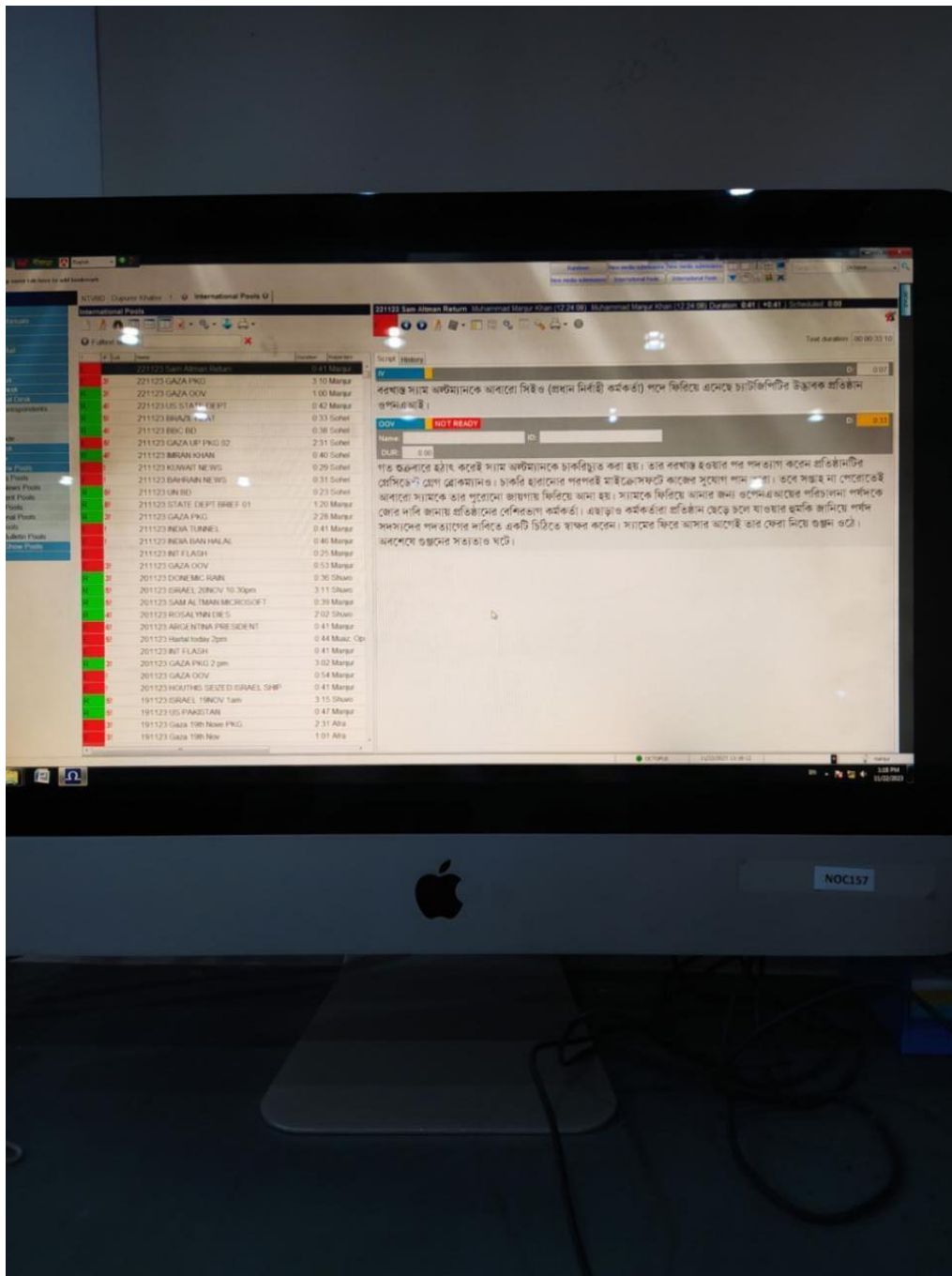


Image 3.1 : My Edited Copy.

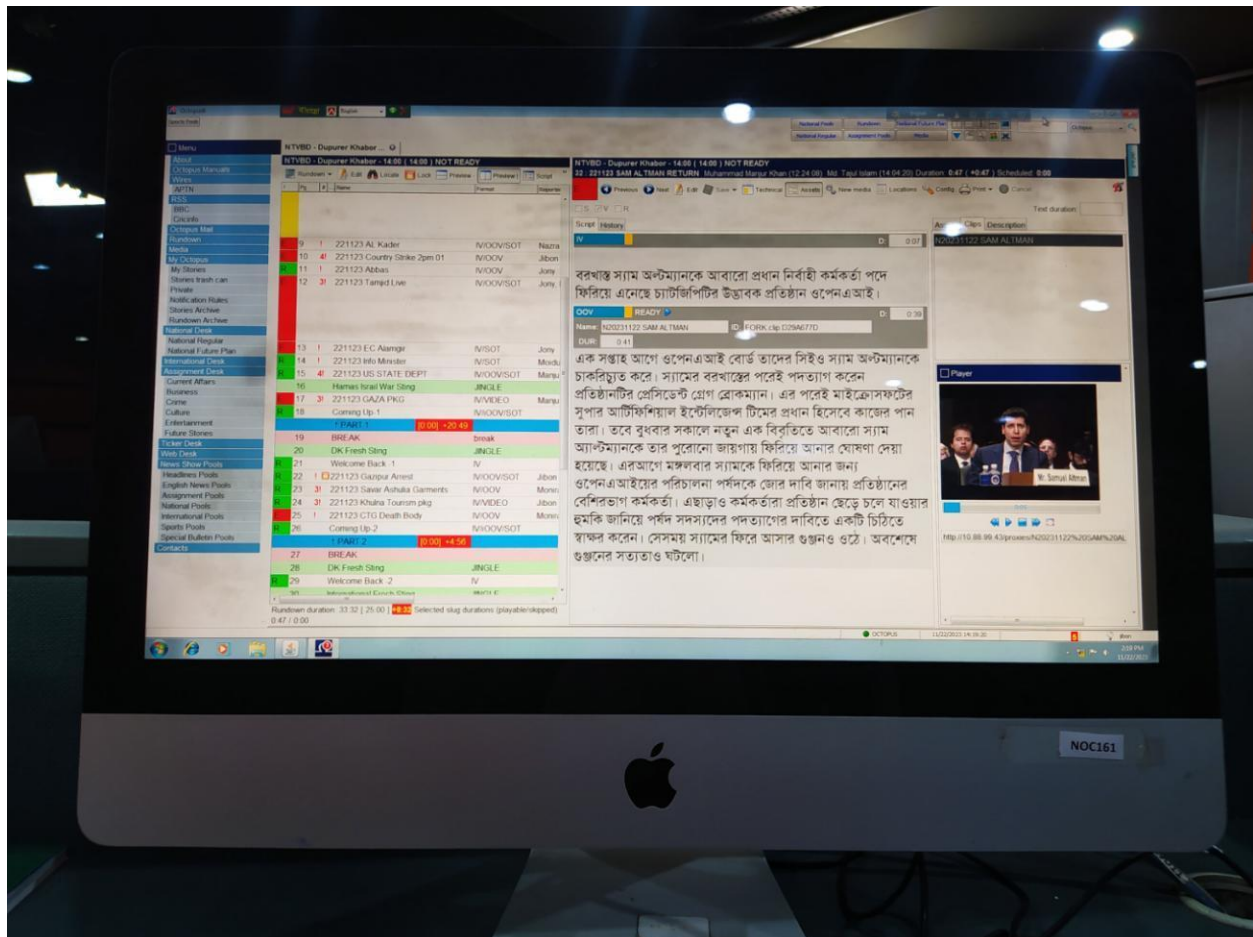


Image 3.2 : Final Edited Copy.



Image 3.3 : In the Editing Panel.



Image 3.4 : Published News.



Image 3.5 : Published News.



Image 3.6 : Published News.

My Mistakes :

- 1) It was elaborating news but I kept it short and simple.
- 2) The background news was very little in my written copy.
- 3) I did not specify exactly where they got the chance to work in Microsoft.

My Learning :

- 1) One should write the whole story of the news. People can be updated in that way.
- 2) I should write more specifically.
- 3) Using the 5W1H more effectively.

Project 04

Project Name : Out of Vision (OOV) on “Magura Sakib”

Type of Work : OOV from National Desk

Assignment Date : November 29, 2023

Telecast Time : 05:00 PM (Deshar Khobor), 06:00 PM (Evening News)

Project Details :

This story aired on second position after the lead news that day. That day after lunch time, the Magura correspondent emailed a script to the NTV mail address. The news was about Cricketer Sakib Al Hasan, who went to Magura for an upcoming election. National desk incharge told me to do an OOV with it and cut it in the panel as fast as possible. For the shortage of time I could not click the picture of the main script.

My Roles, Tasks and Responsibilities :

- 1) I read it with so much concentration.
- 2) I made a plan of what to input in the script and what not to.
- 3) Then I structured and started to write the OOV.
- 4) I showed the script to the News Editor.
- 5) I cut the footage in the editing panel with the help of a video editor.
- 6) I edit the footage with the help of a video editor.

7) Went back to the newsroom and I was told to edit the footage again but this time the footage should run for 40+ seconds.

8) Again I cut and edited the footage as fast as I could.

Challenges :

1) It was a political issue so I was very nervous.

2) I did not know how to write political news.

3) I was anxious about my writing because it was going to be broadcast after the lead news, meaning it was the second news and I had very little time.

4)The video editing had been a lengthy process that day because of some confusion.

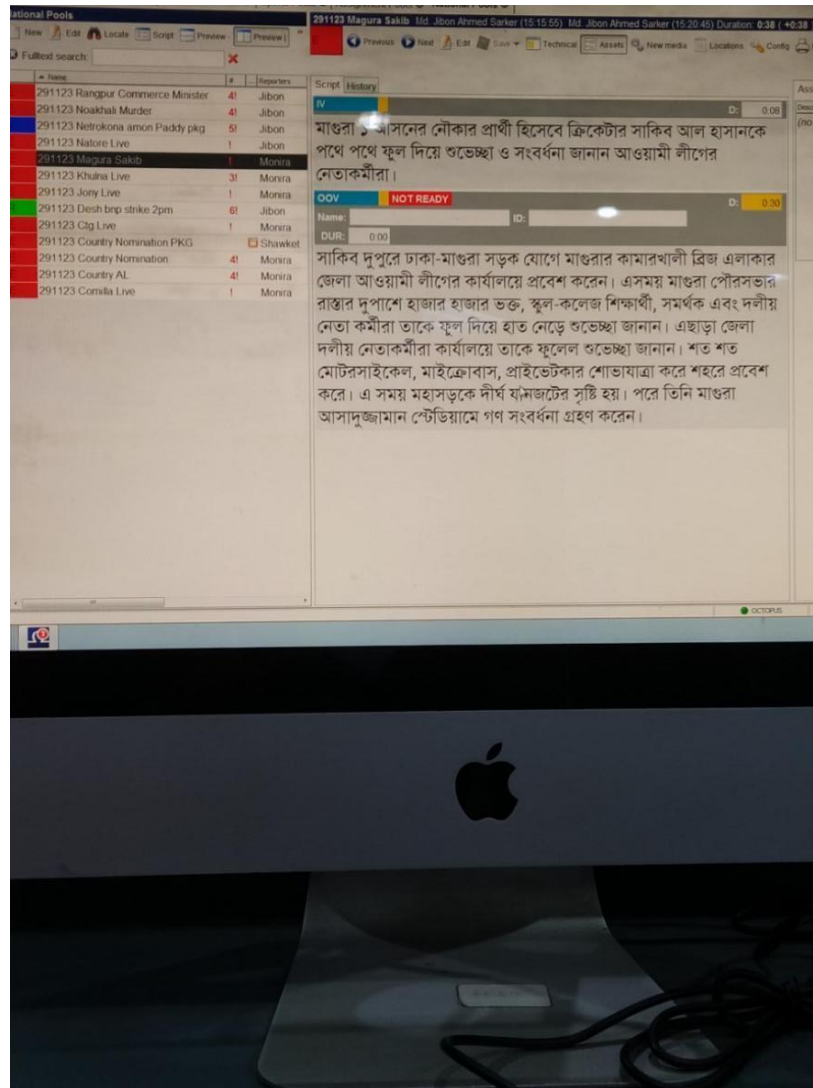


Image 4.1 : My Edited Copy.

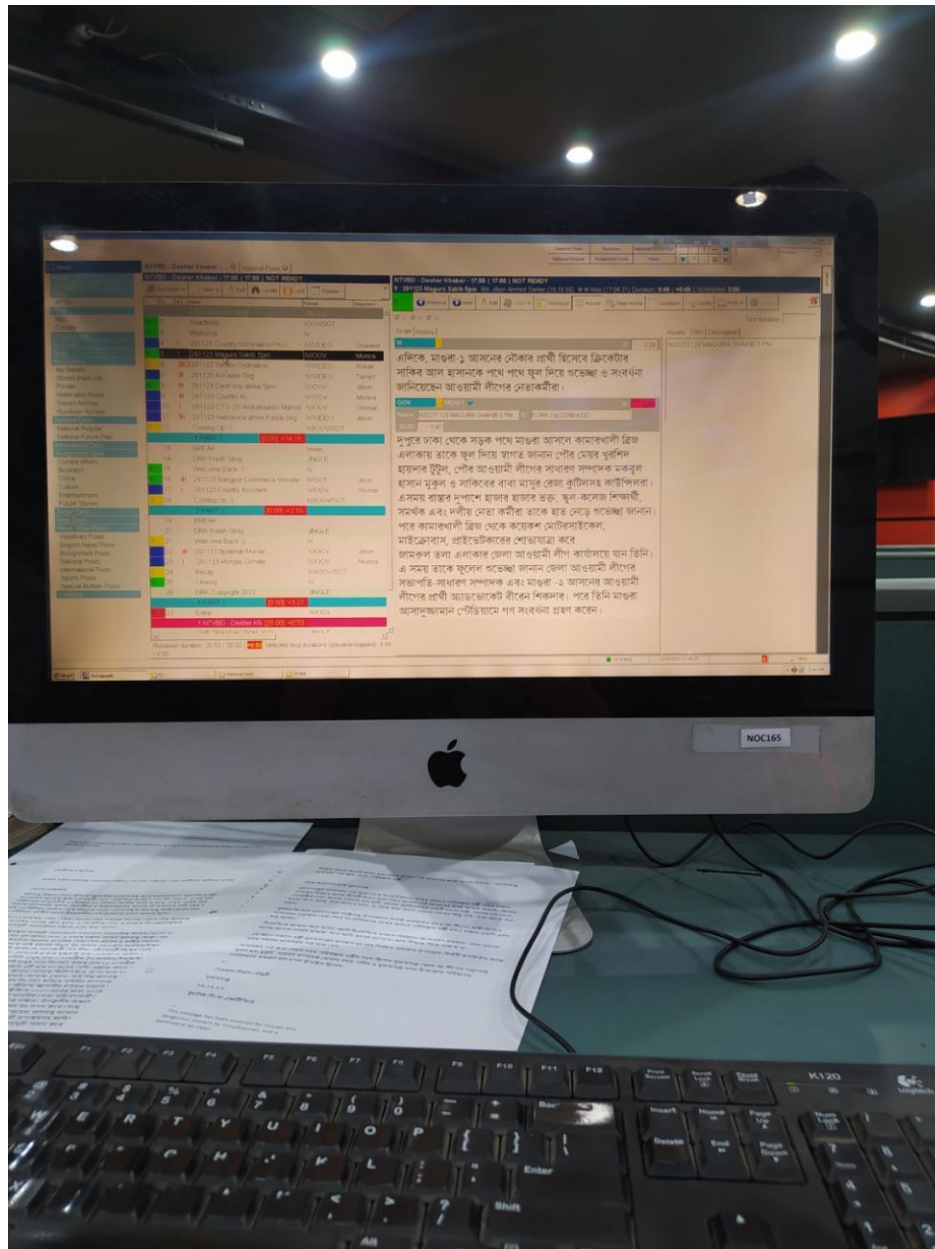


Image 4.2 : Final Edited Copy.



Image 4.3 : In the Editing Panel.



Image 4.4 : Published News.



Image 4.5 : Published News.

My Mistakes :

- 1) OOV are normally run for 30 seconds. But this was an important story that is why it can be more than 30 seconds long. I did not understand that at first. So I cut the extra messages from the OOV.
- 2) I cut all the names except Sakib. But there were more important people like politicians.
- 3) I did not know the name of Sakib Al Hasan's father's name so I also cut his name from the script for shortening.
- 4) I could not understand the weight and merit of this news.
- 5) I could not grab the writing style for this type of news script.

My Learning :

- 1) Some OOV scripts can be elaborated sometimes.
- 2) I learned to select the important people from an incident.
- 3) I learned how to structure a sentence.
- 4) I learned how to relate something with another thing.
- 5) I learned how to understand the merits of the news.

Project 05

Project Name : Out of Vision OOV on “Vitamin A Plus Campaign - Country”

Type of Work : OOV (Complied) from National Desk

Assignment Date : December 12, 2023

Telecast Time : 02:00 PM (Dupurer Khobor)

Project Details :

The Vitamin A plus Campaign was started all over our country from that day. It is for the children. The campaign will last for 7 days to two weeks all over the country. Different cities have different campaign styles. From reading the scripts and watching the footage of all the local correspondents I write this compiled country OOV.

My Roles, Tasks and Responsibilities :

- 1) At first I copied the footage from different local correspondents and pasted it on the desktop.
- 2) Then I renamed them all Vitamin A Plus after the city name.
- 3) After renaming the clips I again copied the videos and pasted them to the E1 folder.
- 4) Footage dropping done now I write the country OOV.
- 5) My senior told me to write elaborately with Savar, Natore and Sylhet.
- 6) After writing those cities elaborately, the rest of the cities script writing was done in one to two sentences to keep it short.
- 7) I asked my senior to cross check the script.
- 8) I asked the producer for a panel.
- 9) I edited it with the video editor's help.
- 10) I informed my senior that the final production is ready to be broadcast.

Challenges :

- 1) I always find difficulties when it is time to write a country compiled OOV. But I did a good job by writing this script after all the difficulties.
- 2) Country compiled OOV script is basically about all the cities doing news in one single script. My scripts have always been long, more than one minute.
- 3) Country compiled scripts always get so messy while editing the script or video. It needed to be done in a cool mind.

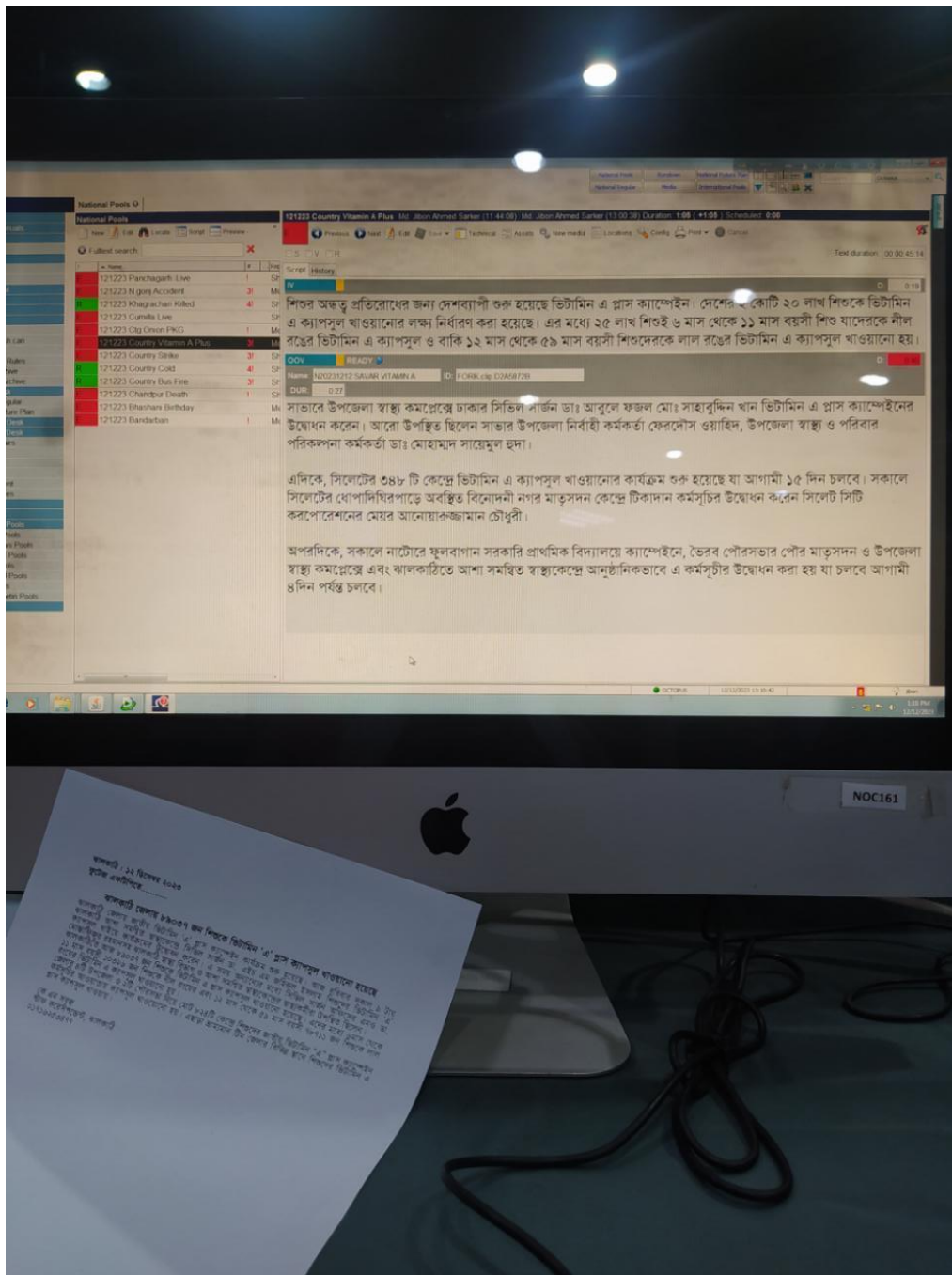


Image 5.1 : Main Script with My Edited Copy.

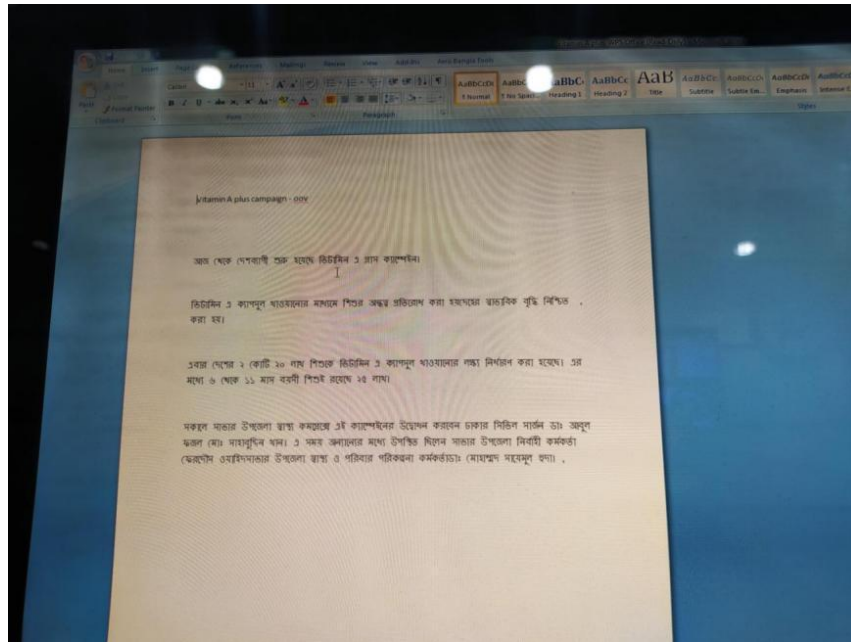


Image 5.2 : More Script.

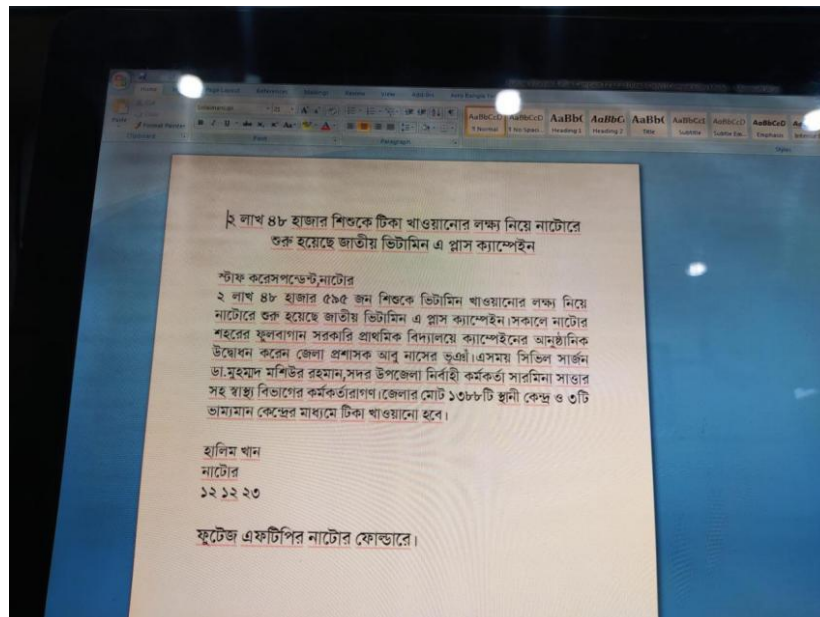


Image 5.3 : More Script.

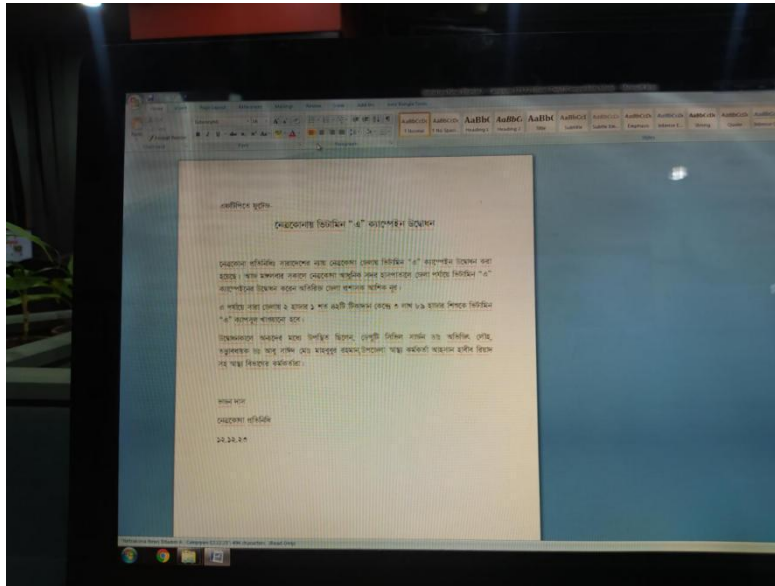


Image 5.4 : More Script.

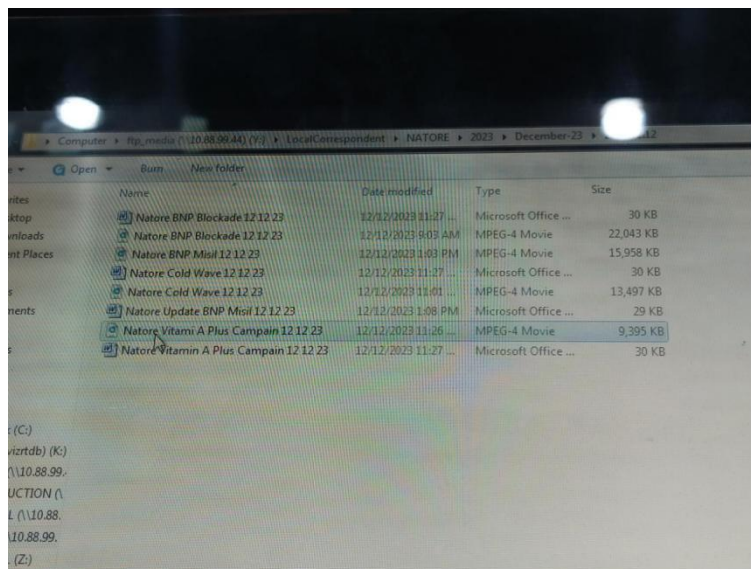


Image 5.5 : Collecting the Footage.

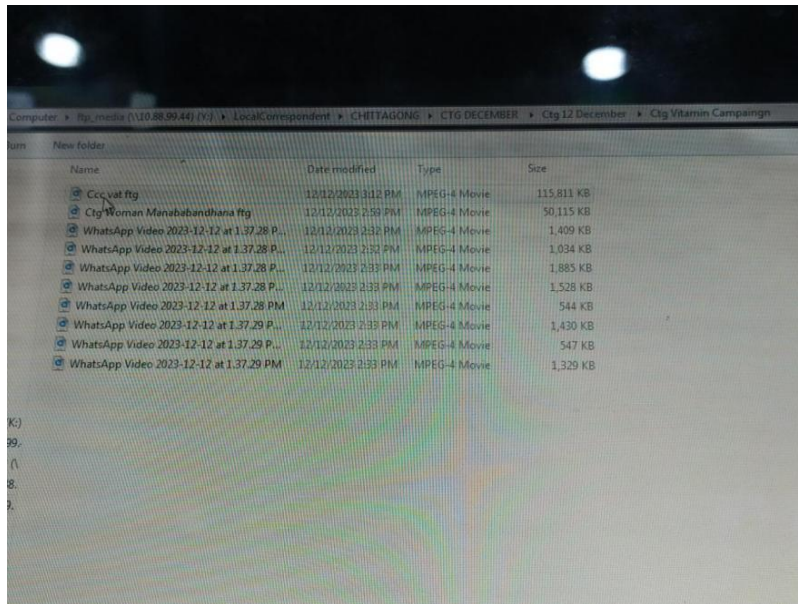


Image 5.6 : Collecting the Footage.

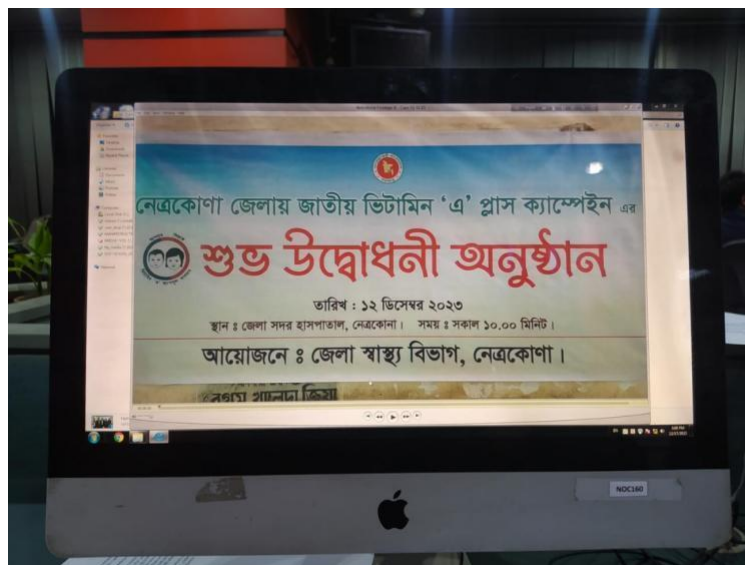


Image 5.7 : Checking the Footage.

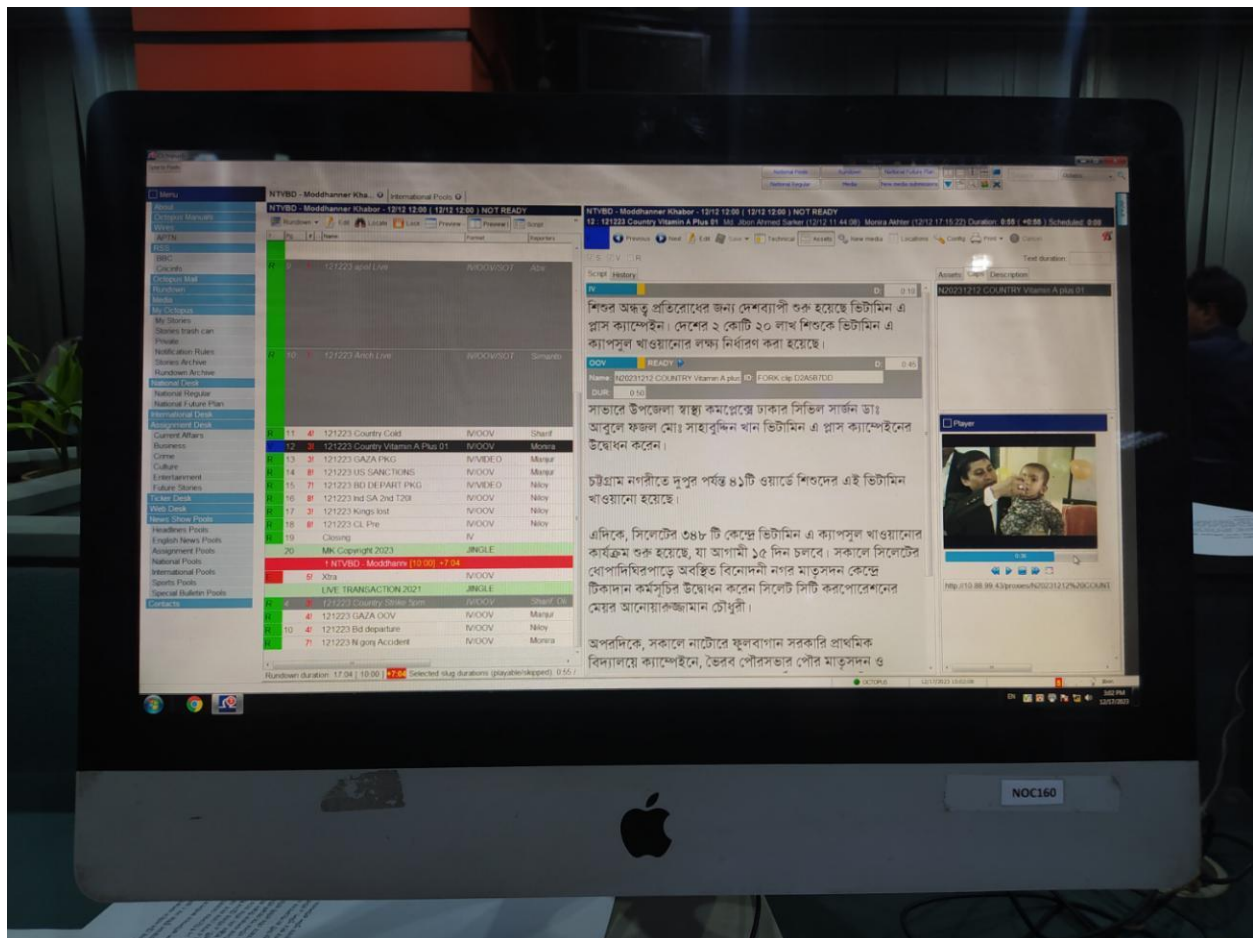


Image 5.10 : Final Edited Script.

My Mistakes :

- 1) At first I crossed it over a minute.
- 2) My writing structure was a bit weak. My editor taught me how to write.

My Learning :

- 1) We have to understand that when we write something we have to be very careful. Because on television, the news presenter is reading the materials that we write.
- 2) One must keep his or her cool while copy-pasting too much footage from here to there.

Project 06

Project Name : Out of Vision (OOV) on “MindShare Day”

Type of Work : OOV from National Desk

Assignment Date : November 5, 2023

Telecast Time : 05:00 PM (Deshor Khobar)

Project Details :

On this day after taking lunch when I was back at the newsroom desk, someone came to me. He handed me a paper and requested to give the paper to one of our colleagues. He also added that it was a special request from our Chief News Editor. I took the paper and gave it to that colleague but another senior colleague then commanded me to write a 30 seconds OOV. I started my work. It was a special event, the event organizer requested to broadcast their event and gave our organization a detailed written notice.

My Roles, Tasks and Responsibilities :

- 1) I was very conscious of writing the OOV precisely. So I read it very carefully.
- 2) I pick up the main incidents.
- 3) I pick up the important characters of the event.
- 4) Then after completing my writing I asked for a panel to produce.
- 5) Went to the panel and asked for editing the footage to the video editor.
- 6) I informed our colleagues and they checked my script and took notes from them for the mistakes I have made.

Challenges :

- 1) It was a requested clip to be broadcast, So I started to tense.
- 2) Though the script was very easy to write , the footage were in other places.

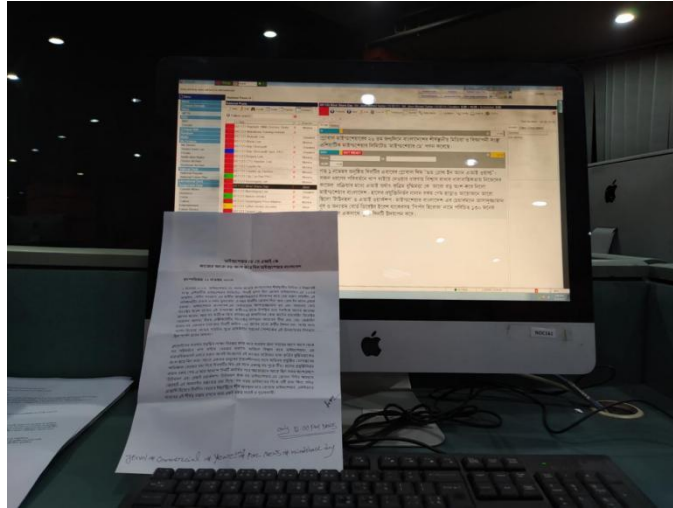


Image 6.1 : Main Script and My Edited Script.

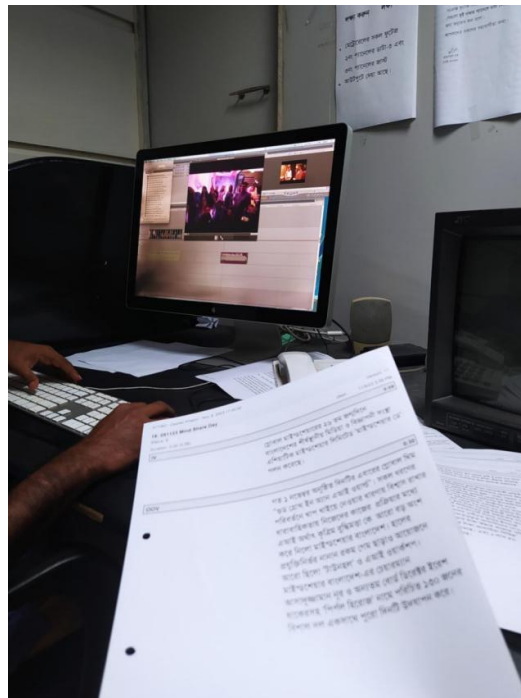


Image 6.2 : In the Editing Panel.

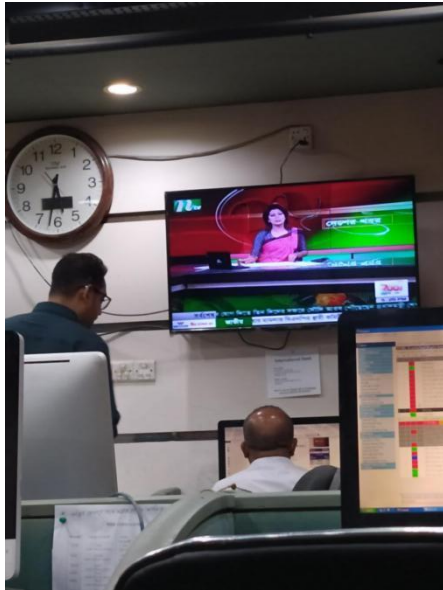


Image 6.4 : Published News.

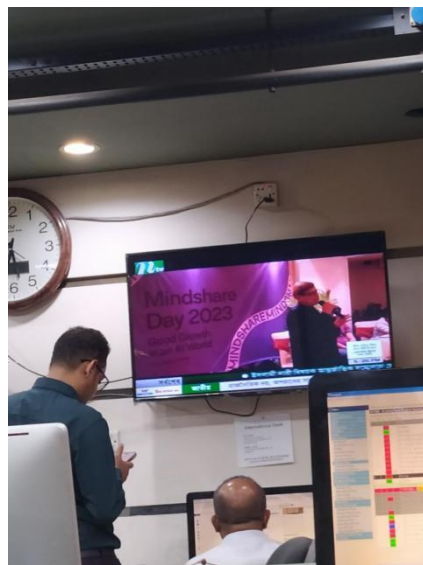


Image 6.5 : Published News.

My Mistakes :

- 1) Basically it was about an anniversary celebration of the organization. As per the main script I write birthday instead of anniversary.
- 2) I mentioned the date of the anniversary unnecessarily.

My Learning :

- 1) If it is about a person we should write his or her birthday. If it is about any organization then we should write about its anniversary.
- 2) It was an old event like a four day event, but still we have published it for that reason it was not necessary to mention the date which I did.

Project 07

Project Name : Out of Vision (OOV) on “Cox's Bazar- Rohingya”

Type of Work : OOV from National Desk

Assignment Date : October 31, 2023

Telecast Time : 12:00 PM (Moddhanner Khobor), 02:00 PM (Dupurer Khobor) & 05:00 PM (Deshor Khobor)

Project Details :

I had to write an OOV script out of a script from Cox's Bazaar Correspondent. This story was about Rohingya community people. In their camp a Myanmar team visited to do a talk with them. Two groups of people will talk to each other for better improvement. They were showing a video also for their living.

My Roles, Tasks and Responsibilities :

- 1) I read the main script.
- 2) I planned how to write the script.
- 3) I wrote the script and showed it to seniors.
- 4) I copied the footage, renamed it and then dropped it in the E1 folder of the User Drop folder.
- 5) I went to the panel for editing.
- 6) After editing I informed my colleagues to cross-check.

Challenges :

- 1) I could not understand which is more important than which one.
- 2) I could not write it shorter like an OOV.
- 3) For better understanding I watched the footage also but it was not easy at all.

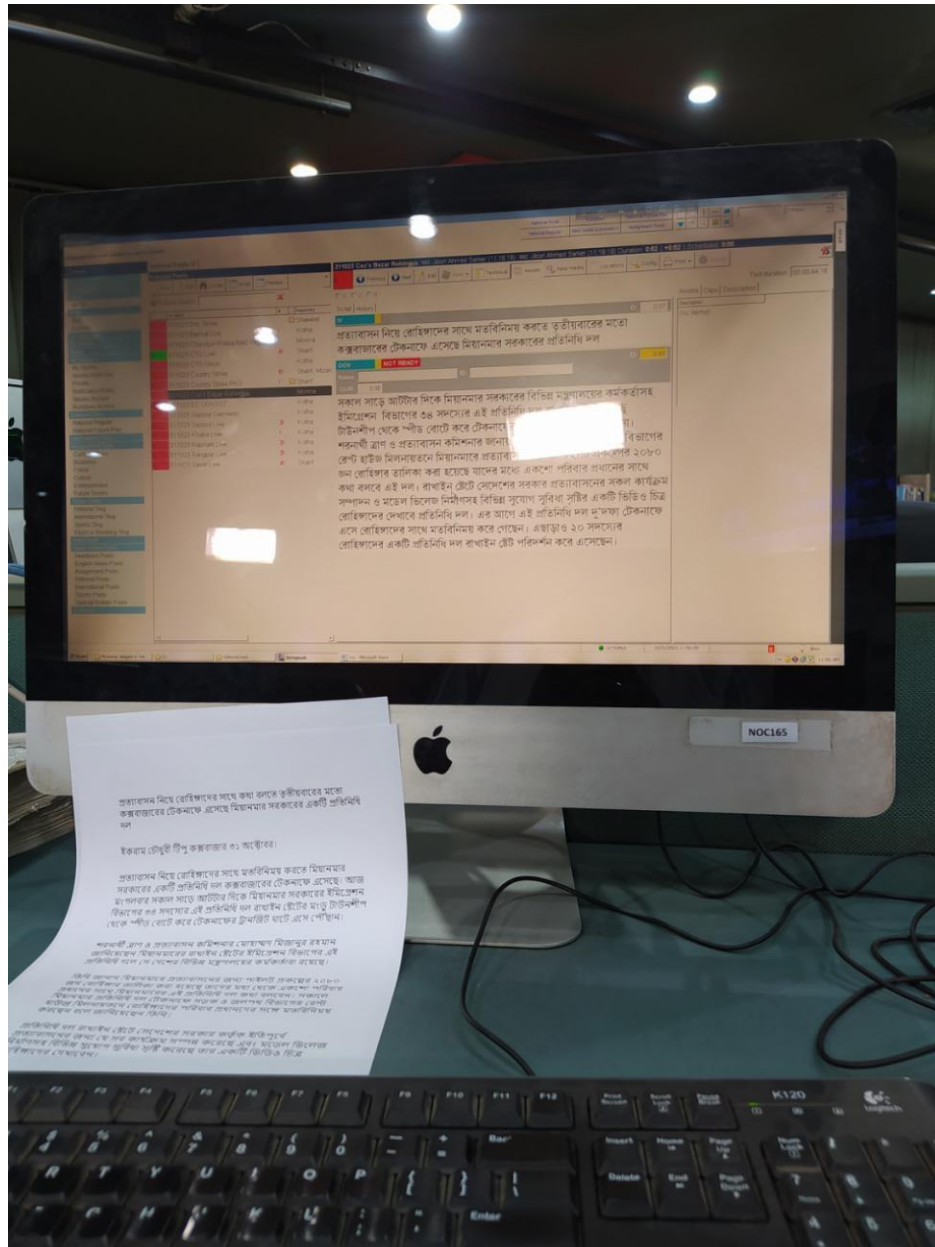


Image 7.1 : Main Script and My Edited Script.

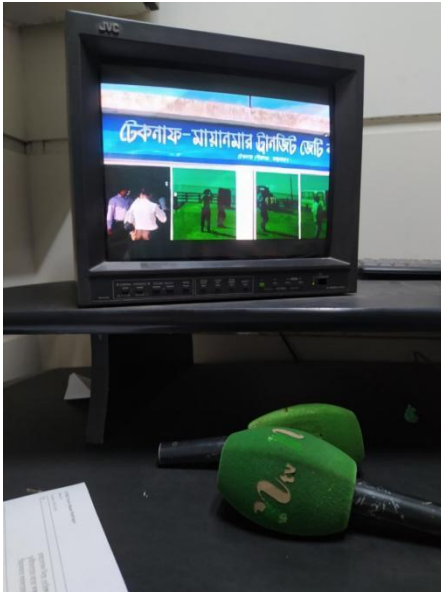
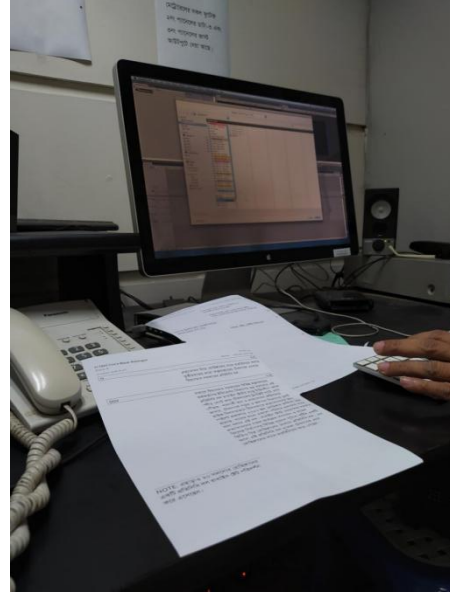


Image 7.2 : In the Editing Panel.



Image 7.3 : Published News.

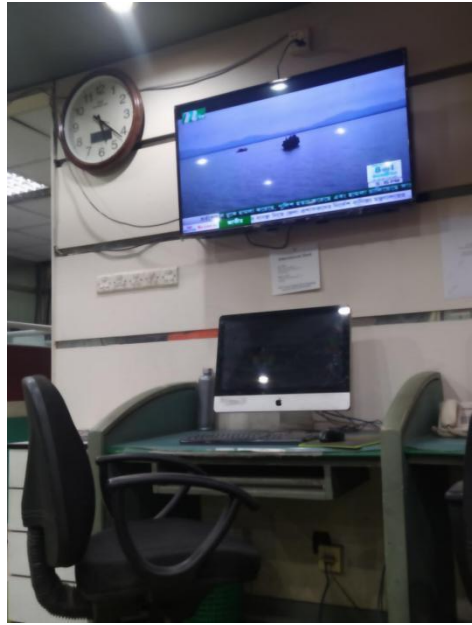


Image 7.4 : Published News.

My Mistakes :

- 1) I wrote this OOV for a total of 45 seconds. Which was a little bit longer than any normal OOV.
- 2) There was a lot of information in the script and could not separate which one is more important.
- 3) I did some redundancy also.

My Learning :

- 1) Not only by reading the main script but also by watching the footage of the script, one should write a script.
- 2) A person should write a script in a very precise manner. Even then when the event is big also.

Project 08

Project Name : Out of Vision (OOV) on “Russia & Myanmar”

Type of Work : OOV from International Desk

Assignment Date : November 8, 2023

Telecast Time : 02:00 PM (Dupurer Khobor)

Project Details :

This story was about Russia and Myanmar. That day three days of navy rehearsal started between those two countries. The place was in Andaman. It was one of my coming up stories.

My Roles, Tasks and Responsibilities :

- 1) Searched for news.
- 2) Select the news from a news portal.
- 3) Write an OOV script.
- 4) Downloaded the footage from AP and dropped it to the APTN.
- 5) Went to the panel and edited the news.

Challenges :

- 1) I was struggling with translation.
- 2) This story is also a political issue between two countries, a little hard to understand.
- 3) I was a bit tense because the news was coming up news.

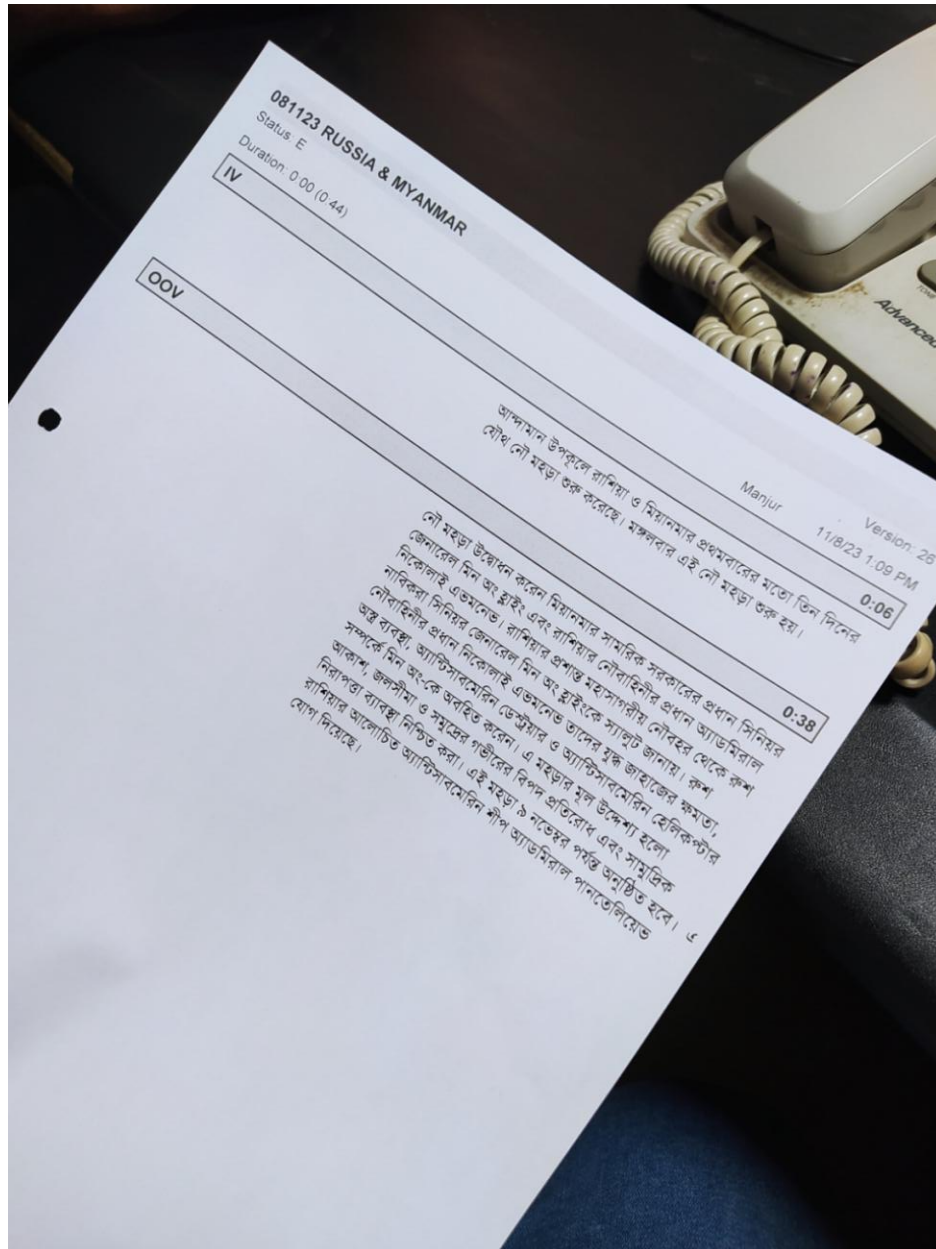


Image 8.1 : My Edited Copy.

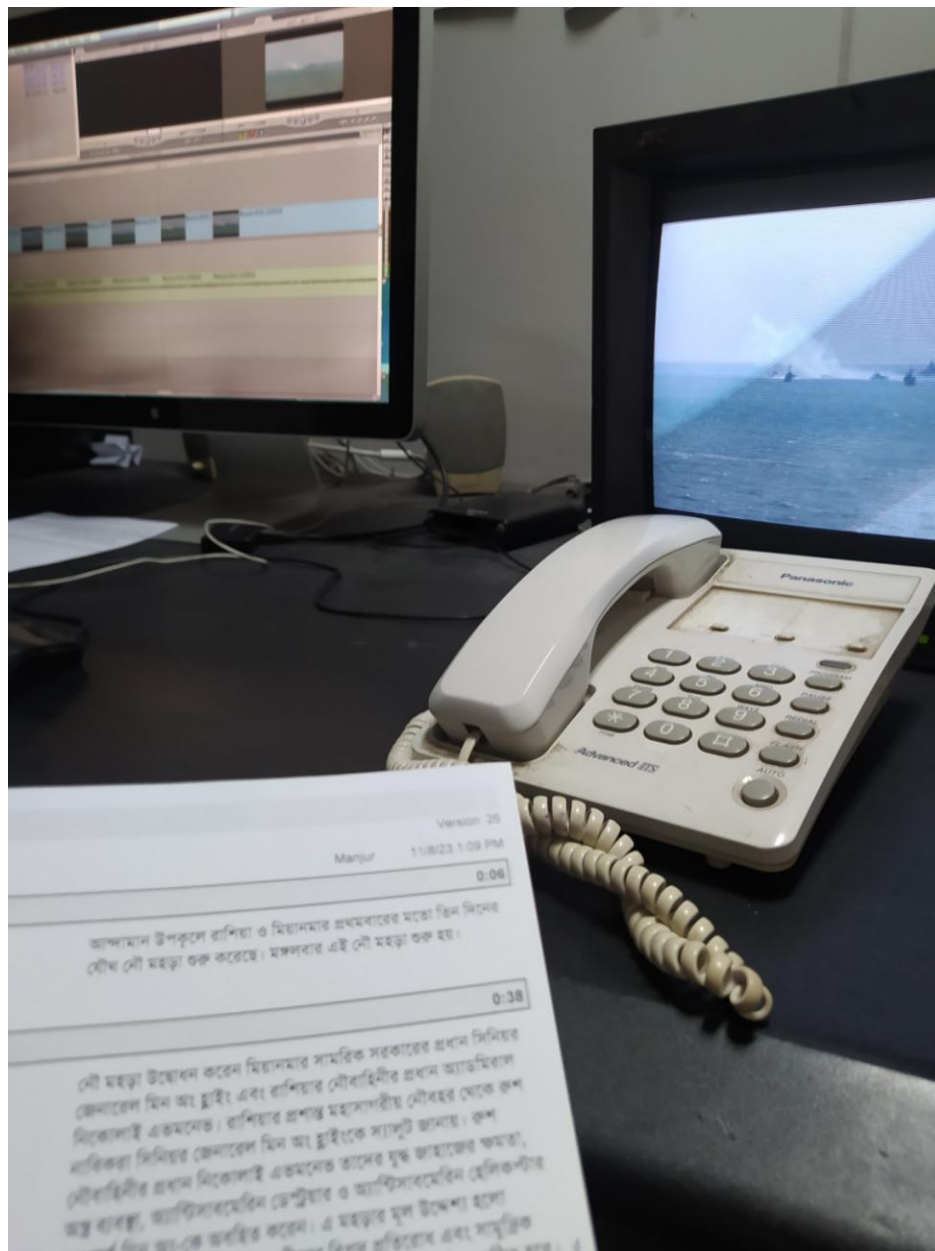


Image 8.2 : In the Editing Panel

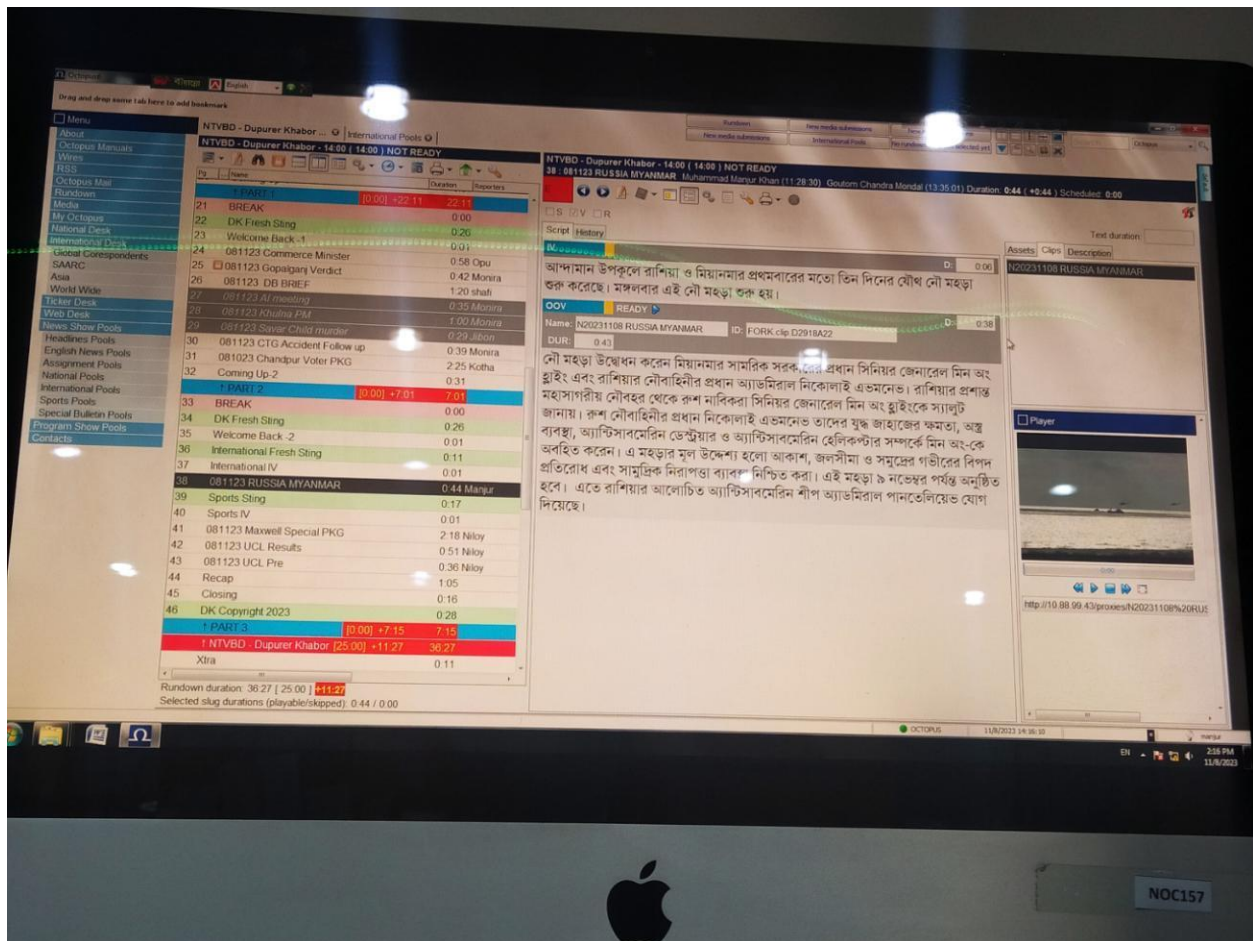


Image 8.3 : Final Edited Copy.

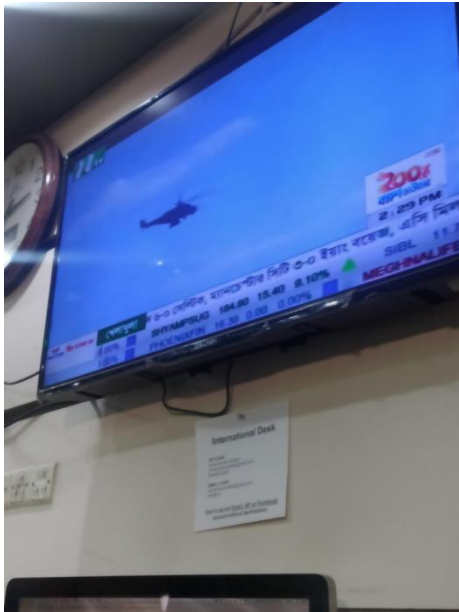
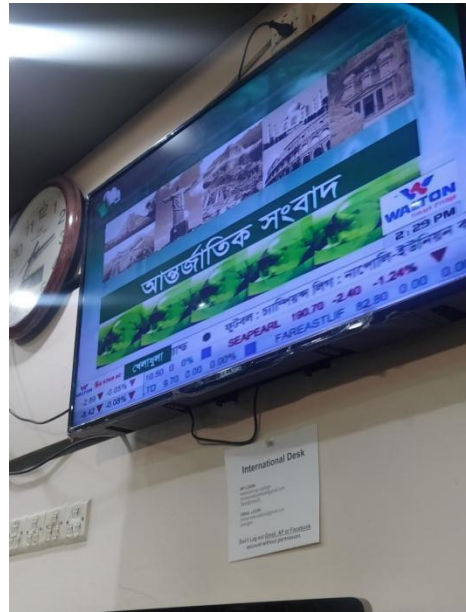


Image 8.4 : Published News.

My Mistakes :

- 1) I spent a lot of time on this.
- 2) It was quite hard to understand because English is not my native language.
- 3) I made it short.

My Learning :

- 1) OOV scripts can also be longer for 35 to 40 seconds.
- 2) Scripts should not be monotonous.

Project 09

Project Name : Out of Vision (OOV) on “Black Sea”

Type of Work : OOV from International Desk

Assignment Date : November 9, 2023

Telecast Time : 02:00 PM (Dupurer Khobor)

Project Details :

It was a story about Black sea. For a missile attack a person died. A pilot died in that incident. The attack was from Russia for not accepting a deal with Ukraine. I write an OOV from it.

My Roles, Tasks and Responsibilities :

- 1) I read the script.
- 2) I planned the map of the script.
- 3) I wrote the script and asked for a check.
- 4) I downloaded, renamed and dropped the footage.
- 5) Went to the editing panel.
- 6) Edited the news.
- 7) I returned to the newsroom and informed my seniors.

Challenges :

- 1) Another political news which I was struggling with translating.
- 2) I mainly struggled with various kinds of English words.



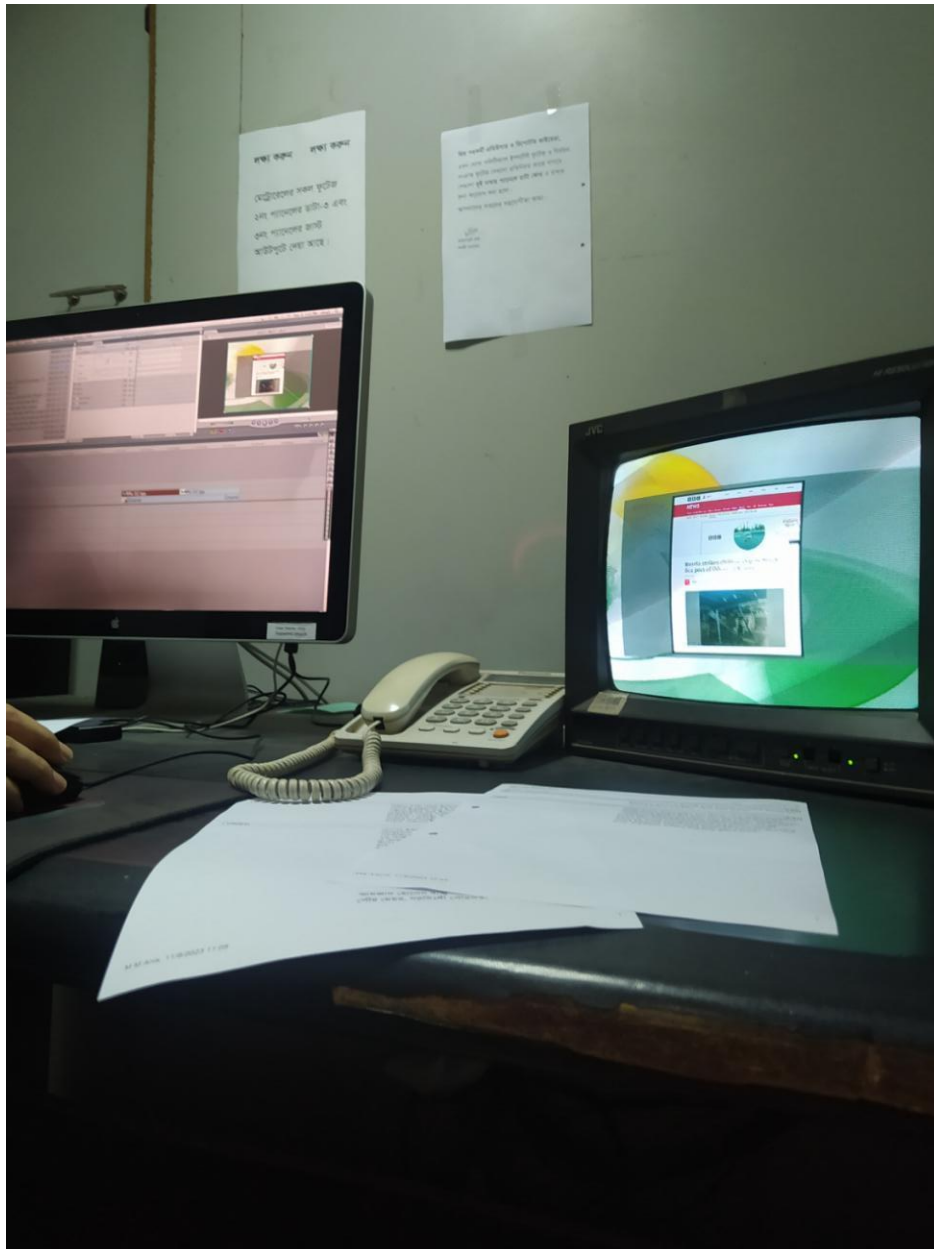


Image 9.2 : In the Editing Panel.

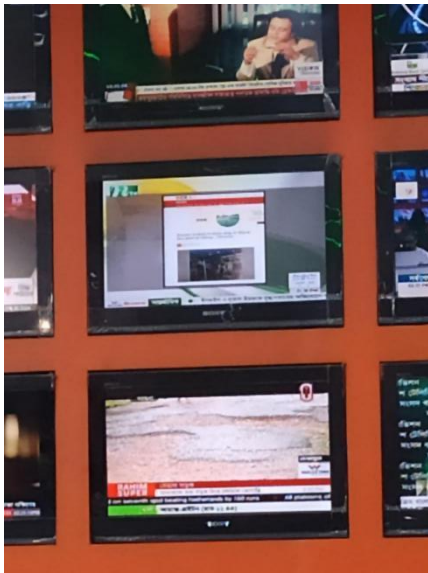


Image 9.3 : Published News.

My Mistakes :

- 1) I wrote the script very well.
- 2) My script should not exceed more than 30 seconds.

My Learning :

- 1) For international news one should give some time to understand and develop the structure of the news.
- 2) For writing international news people must practice it on a daily basis.

Project 10

Project Name : Live on “BNP-Jamaat Hartal Day”

Type of Work : Live from National Desk

Assignment Date : October 29, 2023

Telecast Time : 12:00 PM (Moddhanner Khobor)

Project Details :

One of our News editors told me to write the script of live questions that will be asked by the news presenter towards the three different local correspondents. It was about the strike that came from some political parties that day.

My Roles, Tasks and Responsibilities :

- 1) I opened three individual spaces for three questions in ' Octopus ' software.
- 2) I asked the News Editor where the details of local correspondents are.
- 3) After knowing the details, I took pictures of their details. It is because of not running here to there for multiple times.
- 4) I wrote the questions and showed them to the News Editor.

Challenges :

- 1) Firstly I was not aware of the name and designation of the local or district correspondents.
- 2) Secondly I was not aware of how to write the live questions.

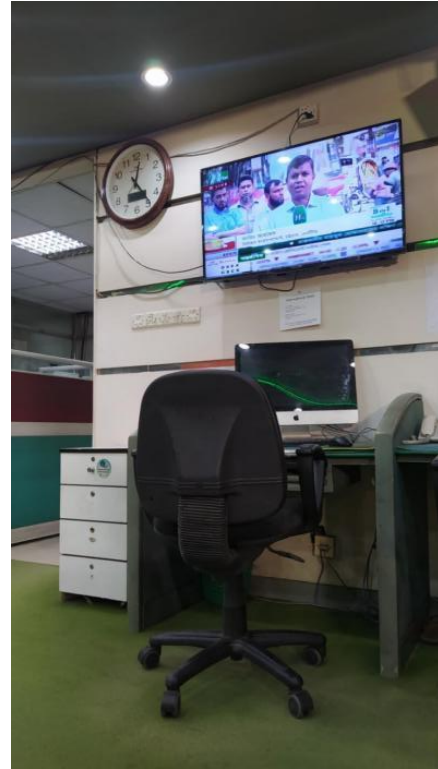


Image 10.4 :Published Live.

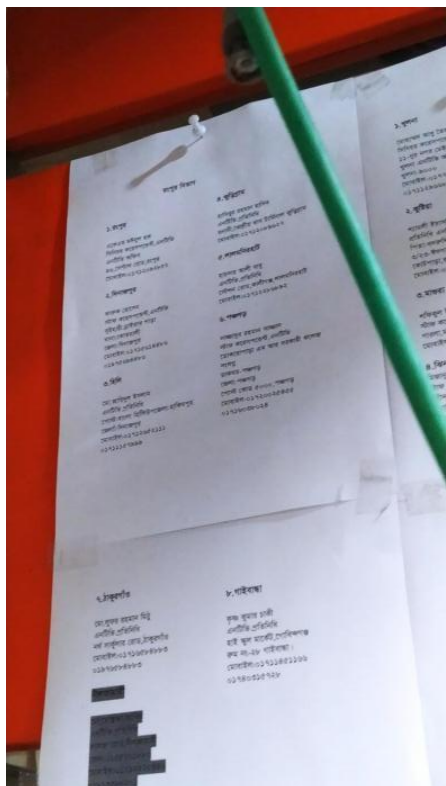
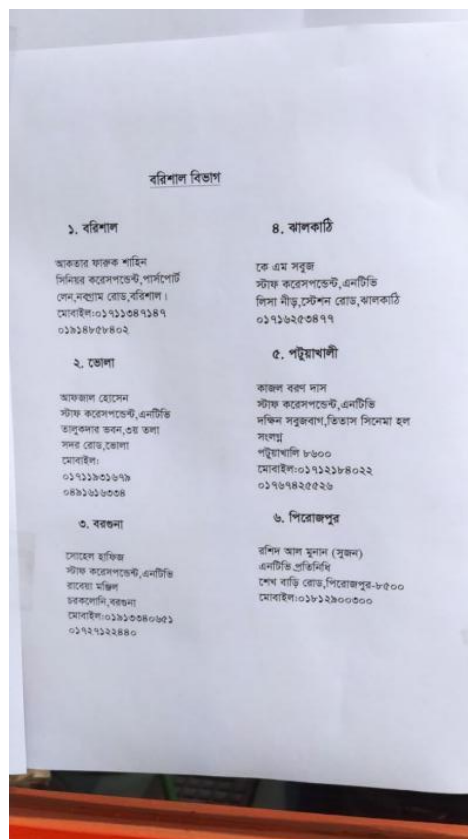


Image 10.3 : Contacts of Local Correspondents.

My Mistakes :

- 1) I write three questions but the same.
- 2) I did not know that live footage was already cut. Unfamiliar with the system I drop the footage again to the drop box.

My Learning :

- 1) Scripts should be versatile, they should not be monotonous.
- 2) I should have asked my seniors how to and what to do in the first place.

Project 11

Project Name : Out of Vision (OOV) with Sound on Tape (SOT) on “Sylhet Minister”

Type of Work : OOV-SOT from National Desk

Assignment Date : November 13,2023

Telecast Time : 05:00 PM (Deshar Khobor)

Project Details :

I was assigned to write an OOV-SOT on what the Sylhet Minister said that day. So I opened up an OOV-SOT and started writing shortly. It was about immigration and fake passports.

My Roles, Tasks and Responsibilities :

- 1) I read the news.
- 2) I will rewrite it in my own way.
- 3) I informed my seniors.
- 4) I dropped the footage and the sync (interview of the minister) and went to the editing panel.
- 5) Finishing the editing I informed my senior.

Challenges :

- 3) Firstly I was not aware of the name and designation of the local or district correspondents.
- 4) Secondly I was not aware of how to write the live questions.

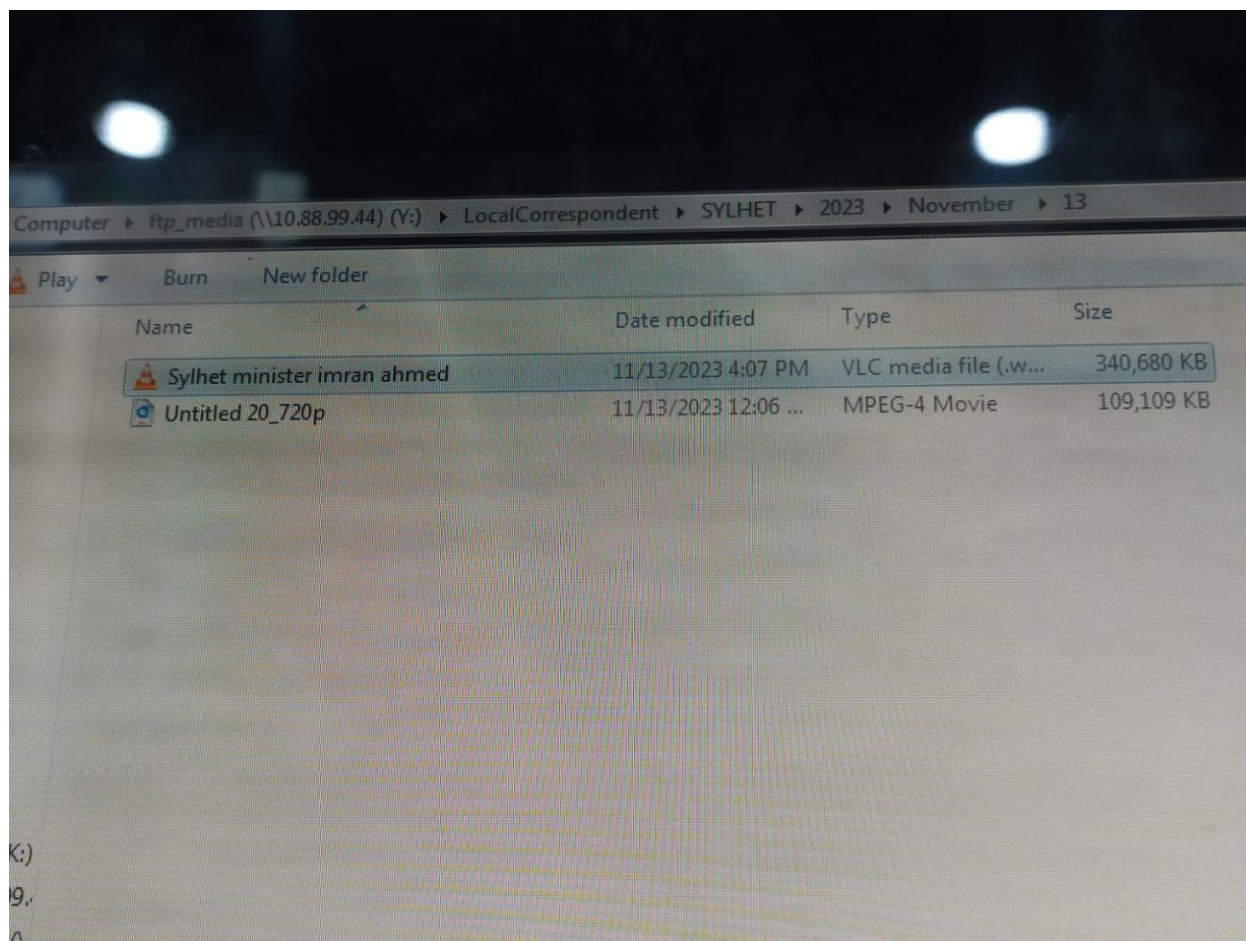


Image 11.1 : Read the Script and Watched the footage.

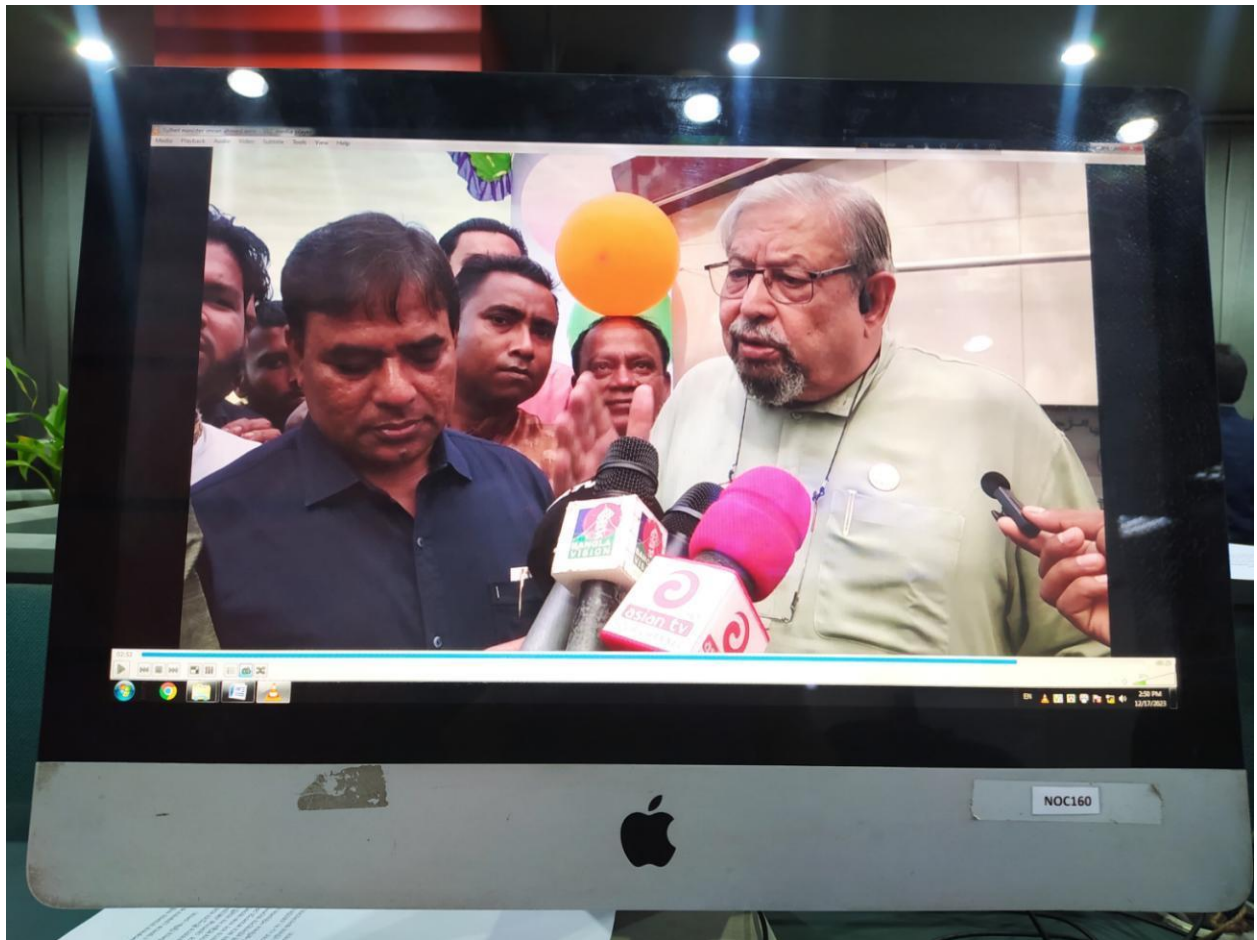


Image 11.2 : Checking the footage.

NTVBD - Desher Khabor - Nov 13, 2023 17:00:00

9: 131123 Sylhet Minister

Status: E

Duration: 0:50 (0:50)

Version: 6

Monira 11/13/23 4:44 PM

IV 0:08

সম্প্রতি ভূয়া কাগজপত্র দিয়ে কানাডার ভিসা নিয়ে ভ্রমণের সময় ৪২ যাত্রীকে শাহজালাল আন্তর্জাতিক বিমানবন্দরে ইমিগ্রেশন আটকে দেওয়া হয়েছে।

OOV 0:18

দুপুরে সিলেটের গোয়াইনঘাট উপজেলার বিছানাকান্দি আনফরের ভাঙা ব্রিজের ভিত্তিপ্রস্তর স্থাপন শেষে প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রী ইমরান আহমদ এ বিষয়ে কথা বলেন। যারা অবৈধ কাগজপত্র নিয়ে বিদেশ যাচ্ছেন তাদের শাস্তি হবে, তবে যারা বৈধ কাগজপত্রে যাচ্ছেন তাদের উপর এর কোনো প্রভাব পড়বে না বলে জানান তিনি।

SOT

ইমরান আহমদ
প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রী

Image 11.3 : Writing the OOV-SOT script. (My script and also Final Script)



Image 11.4 : Published News

My Mistakes :

1) I could write the story more in my language.

My Learning :

1) I should practice writing more and more.

Internship Appraisal / Outcome

I did my internship in NTV, the host organization of mine and I really enjoyed working there. I worked hard during my internship. Though I faced some trouble at the beginning of my internship, I did not escape it from.. I worked five days a week at NTV, but sometimes I worked for six days also.. I worked from 10:00 AM - 4:00PM.

My internship experience was great. I learned about different new software. My new skill is to type very fast in Bengali now. I learned some office manners also. I am working on my communication skills and to be punctual. I have realized that sometimes organizational humiliation is important. But escaping is not a good idea ever.

Now I can say that I can make any kind of news. I am improving my communication skills. I really enjoyed working at NTV. Everyone was so supportive towards me, everyone helped me to boost my confidence, strengthen my skills and helped me all the way. Every employee at every desk was very co-operative. I was the only member who was very young in age. The office environment was so welcoming towards me.

SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed.

Name of Intern: Aadrita Roy Rhine

University ID: 191012015

Name of the Institute/Organization:	NTV		
Corporate Office Address:	BSEC Building (6 th Floor), 102, Kazi Nazrul Islam Avenue, Karwan Bazar, Dhaka - 1215, Bangladesh		
Email:	info@ntvbd.com, ntvonline@gmail.com	Web:	www.ntvbd.com

1. During a typical week, approximately how many hours did you dedicate to your internship?

6 to 7 hours

2. Was your internship paid? If yes, how much?

No, it was an unpaid internship. Otaka.

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐ Not at all ☐ Slightly ☐ Moderately ☐ *Quite a bit ☐ A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

1=Not at all 2=Slightly 3=Moderately 4=Quite a bit 5=A great deal

NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	4
2	I believe in my ability to make a difference.	4
3	I am open to new experiences.	4
4	I have gained the capacity to be more productive.	5
5	I can recognize my personal strengths.	5
6	I can recognize my personal weaknesses.	5
7	I have a sense of personal achievement.	5
8	I have the ability to persevere in difficult tasks	4
NO	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	3
10	I can be understanding and appreciative of people with diverse backgrounds	5
11	I have the ability to work cooperatively with others	4
12	I have the ability to communicate effectively	4
13	I have increased my ability to be a leader	4
14	I feel more connected to my community	4
NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	5
16	I have broadened my critical thinking skills (reasoning, problem solving)	5
17	I have learnt the ability to work independently	5
18	I feel my classroom learning was enriched	5
19	I have the ability to connect academic subject matter to the real world.	5
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised technical skills for a specific job function	5
21	I broadened my future employment possibilities	4
22	I received an opportunity to explore a specific career	4
23	I developed realistic ideas about the work world	4
24	I narrowed my future possible career choices.	3
25	What is your average score from this test?	4.4

5. General Comments

It was a very nice experience to work in practical based real life. I am very fortunate to work with my host organization.



Signature of Intern

WORKPLACE LOG

05.10.23 (Thursday) (10am - 4pm) (6)

① Octopus learning

② 30v done using Octopus

→ ନାମାସନାତି-ହୀନ ଡୋଲୋର ହାତୀ

→ ଶାଶ୍ୱତାନ୍ତରୀଣ ନିର୍ଦ୍ଦୋଷ ଅବସ୍ଥାରେ-ଦାବିତ
ମାନବତ୍ୱ

Fri + Sat (day off)

08.10.23 (Sunday) (10am - 4pm) (6)

① International Day

② Watched IND vs AUS FINAL Test

20.11.23 (Monday) (11:20am - 07:00pm) (1:30)

① Went to field with Hasan Mahmud bhai.

First Gubtoli, Second Naya Paltan.

Bus terminal BNP Office

আবদুল হক আর আরহান আরহান ইমরান ...

② ফিল্ড (২৫৫) এর PKG জায়গা.

আমরা ৩২ edit করে ফিরিয়ে,

১ জন লোক নিচে ২০ edit version

App DA

08.11.23 (Wednesday) (11:00 am - 05:30 pm)

(6:30)

① ~~sov done + edit + (on air)~~ ^{sov2} Under Rana bhai
RUSSIA & MYANMAR International Desk

② sov done + edit + (on air) Under Monica Apu
PIROJPUR ND

③ sov + edit + (on air) "
Maulikbagar

④ sov + edit + (on air) "
Chapainawabganj

09.11.23 (Thursday) (9:00 am - 07:30 pm) (10:30)

① ~~sov done + edit + (on air)~~ ^{sov3} Under Afra Apu
Black Sea Int. Desk

② Went to Mohakhali, Health Minister Program,
With Musbah bhai. → Bheke Arif bhai
Opening Nursing Institute.

09.11.23 (Saturday) (12:10 pm - 05:00 pm)

- ① In DESK → INDIA WAX
- ② Country DUDOK →
- ③ Rjishaki Hama Chain

10.11.23 (Sunday) (12:00 pm - 04:45 pm)

- ① Soghet Death
- ② Country Accident
- ③ Corn Climate

06.11.23 (Monday) (11:10_{am} - 5:30 pm) (6)

- ⑨ Under Rana bhai → International Desk
 - ⑩ learned about new term → Routing ~~Panel~~ & Panel (20 ~~4~~ Direct on Air 2345 Process)
 - ⑪ With Afoan Aun → Makeup room Adla
 - ⑫ → Shubho bhai
→ Marzgin bhai
- } International Desk
learning, watching.

Kothu apu, Tarinta apu

* AP (ଅପ) footage ଆଉଟର ଅପ, ଆଉଟ ଅର୍ଗର (ଅପର ଅପ) (ଅପ
footage - ଏକ ଥର translation, ଅପର ଅପ ଅପ + Design)

07.11.23 (Tuesday) (11:00 am - 5:30 pm) (6:30)

- ① Learning from International Desk under Rama bhair
→ এক সফটওয়্যার News agency কিভাবে বুঝবে?
⇒ একজনকে ইন্টারভিউ দেবে,
আমেরিকান প্রিন্সিপাল (সকিয়ার) দিবে,
আর চীন-সকিয়ার দিবে
⇒ কোন News Agency or portal or website
কিভাবে Present আছে News কেমন করে
follow করে, Person এর উপর Depend
করে যা কেমন করে capture or Highlight
করে থাকে।

02.11.23 (Thursday) (11:00am - 07:30pm) (8:30)

- ① Country Hilsa → oov done + edit ~~edit~~
- ② Country AL → oov done + edit
- ③ Hili Potato → oov done
- ④ Padma Train PKA - ~~o~~ → Kotha ~~অপেক্ষ~~
PKA → voice over done

⊗ Panel 3 → News → DON'T DELETE AAD
(folder) (folder) RITA

Garten পরে বাকি → কলিংকারে দেখতে হবে
সুসংগত।

⊗ কর্মসংস্পর্শে আইনগত মাধ্যমে ক্ষতি এ নিষেধ
- বিতরণকারীর ক্ষমতা নেই। স্থানীয় আন্দোলন
বিষয়ে।

* FTP → File Transfer Protocol

* SNTP → Simple Network Time Protocol

* ASTP → Asia Science and Technology Portal

= ASTP Folder → International Desk ଏବଂ ଏହାର
footage ଗଠନ କରନ୍ତୁ ।

FTP Folder → National Desk ଏବଂ ଏହାର footage
ଗଠନ କରନ୍ତୁ

↓
ET folder → ଏହାର ଏବଂ SNTP ଓ ଗଠନ କରନ୍ତୁ

= Panel ଉପରେ ଏହାର edited footage ଉପରେ ଆବଦ୍ଧ
Output ଏବଂ output → ଗଠନ କରନ୍ତୁ ।

Script ଏବଂ ଡେଇଁ IV ଓ 00V ଓ VIDEO ଏବଂ

ଆରମ୍ଭ Red Ready / Not Ready (ମେଣ୍ଟା 21705) ।

ଆରମ୍ଭ Click ଏବଂ ଆରମ୍ଭ Output ଏବଂ Video

ବଳେ ଆରମ୍ଭ, (ମେଣ୍ଟା 2175 Play ଏବଂ), Check
ଏବଂ ଏହା ।

16.10.23 (Monday) (11:00 am - 05:30 pm) (6:30)

① Edited an OOV script

② Panel 4 → OOV footage edit

③ Mini office tour done with video editor
Rehman Apa

④ Studio, Make-up room, Promotional room, Equipment room,
PCR (broadcast room), IT room, Graphics room, photo
Program room → linear way to work

↓
non-linear

↓
Normal edit (non-linear)

↓
non-linear way

↓
non-linear

⑤ Took the program New script back to work

12.10.23 (Thursday) (11am - 05:30pm)

(6.30)
~~6:30~~

① OOV done by Octopus (edited back)

→ ଅନୁସନ୍ଧାନ କରାଯାଇଥିବା ସମସ୍ତ

→ Panel 6 (ଅଳ୍ପ OOV (କମ୍ପୁଟର)

② OOV done by Octopus (edited back)

→ ଅଳ୍ପ OOV କରାଯାଇଥିବା ସମସ୍ତ

→ Panel 6 (ଅଳ୍ପ OOV (କମ୍ପୁଟର)

③ Panel 3 (ଅଳ୍ପ OOV (କମ୍ପୁଟର)

Friday day off

16.10.23 (Monday) (11:00am - 05:30pm) (6:30)

① Edited an OOV script

② Panel 4 → OOV footage edit

③ Mini office tour done with video editor
Rehman Apa

④ Studio, Make-up room, Promotional room, Equipment room,
PCR (broadcast room), IT room, Graphics room, photo
Program room → linear way (6:30 am)

↓
non-linear way

↓
Normal edit (new)

→ non-linear way (6:30 am)

↓
6:30 am

✓
⑤ 6:30 am 6:30 am News script back to work

12.10.23 (Thursday) (11am - 05:30pm)

6:30
~~6:30~~

① OOV done by Octopus (edited back)

→ ଅନୁସନ୍ଧାନ କରାଯାଇଥିବା ସମସ୍ତ ସମ୍ପର୍କ

→ Panel 6 (ଅନୁସନ୍ଧାନ OOV (କରିବା ସମ୍ଭବ)

② OOV done by Octopus (edited back)

→ ଅନୁସନ୍ଧାନ କରାଯାଇଥିବା ସମସ୍ତ ସମ୍ପର୍କ

→ Panel 6 (ଅନୁସନ୍ଧାନ OOV (କରିବା ସମ୍ଭବ)

③ Panel 3 (ଅନୁସନ୍ଧାନ OOV (କରିବା ସମ୍ଭବ)

Friday day off

01.11.23 (Wednesday) (10:40am - 35:40pm) (7)

- ① Cox's Bazar Rohingya Arrest → oov done (OA)
- ② Mail Checked
- ③ File Saved
- ④ Cox's → Panel edit
- ⑤ Gujipur - Saemur → oov done
- ⑥ Natore BCL → oov done + edit (OA)
- ⑦ Pandhara ^{BSF} → oov done + edit (OA)
- ⑧ Rajshahi Kishor Gang → oov done + edit (OA)
- ⑨ CPG Marine Fisheries → oov done + edit (OA)

02.11.23 (Thursday) (11:00am - 07:30pm) (8:30)

26.10.23 (Thursday) (10:30 am - 05:30 pm)

(B)

(I) Mail checked from National Desk, local con -

(II) Saved the files

(III) learned to convert the text which was breaking the Bengali fonts. (Auro Converter)

(IV) now done Moulana Aarust

(V) now done Natone Rail

(VI) now done Cere's Hamon (on Air)

(VII) now done Sivasganj Strike game

(VIII) now done Habiganj verdict (on Air)

(IX) now done Munshiganj Fish

(X) now done Thalakathi H. Bha

(XI) now done Tanalpor Rally

(Friday + Saturday day off)

25.10.23 (Wednesday) (10:00 am - 5:40 pm)
(7:30)

- ① Mail checked from local correspondent
- ② PKG credit saw in the panel
CTG Tunnel.
- ③ I will take the sign of HoD for
acceptance letter. → done

- ④ OOV done Mogen Murobe (on fire)
- ⑤ OOV done Baikal BGB Rob (on fire)
- ⑥ OOV done Samangai Murobe (on fire)
- ⑦ OOV done Rabna accident (on fire)

Friday day off

21~~20~~.10.23 (Saturday) (2:45 pm - 7:00 pm) ④

- ① Jhaidich BNP oov done + edit
- ② Conis Bayar Economy oov done *
- ③ CTG Hasan Mahmud oov done
- ④ Manikganj Health Minister oov done + edit

সমুদ্রের দি-হিনা, সূর্যাস্ত
- সূর্য অস্তিত্ব গিয়েছিল।

④
10.10.23 (Tuesday) (10:30 am - ~~5 pm~~ 2:30 pm)

① ~~Writing~~ trying to write a phy using Octopus, didn't complete it

② Went to Kotha apas, ask and show many things

Went back to hospital to see relative

⑩ OOV done using Octopus

⑪ Went to editing panel, saw the editing
on Final Cut Pro
→ Slag name

→ inbox + outbox

↓
directly
to the
panel

↓
sent to geographics department
- then came to the panel



Professional Competencies

- 1) Everyday I have to do script writing. It is a must thing to do if anybody works in the Journalism sector. More practice, more speed, more time to do other things.
- 2) Personally I do not like group work that much. But my host organization kept teaching me this skill. It is a must-have thing in career life. This skill I increased, I hope it will never go anywhere.
- 3) Journalism is a place of pressure. People had to brainstorm and many other things. One should always keep his or her mind cool, otherwise he or she cannot shine. I increased my skill of clear thinking capability .
- 4) Truly speaking I am very weak with translating. My internship enhanced my translation skills.
- 5) Journalism is a place of communication, it is the main key of this sector. I am improving my communication skills gradually.
- 6) I must say my confidence increased a lot in these three months while working. I can do anything under any kind of situation.

Appendix

Beside the projects I worked on other things also. Like giving voice over. Going to the field to experience real life journalism. I went to the PCR also. Seeing all kinds of works in a journalistic office is the thing I wanted for a long time.



Image 00001 : Giving Voice Over for News Flash



Image 00002 : In the PCR



Image 00003 : Working at Desk



Image 00004 : Working at Desk





Image 00006 : Watching Match for Sports Desk

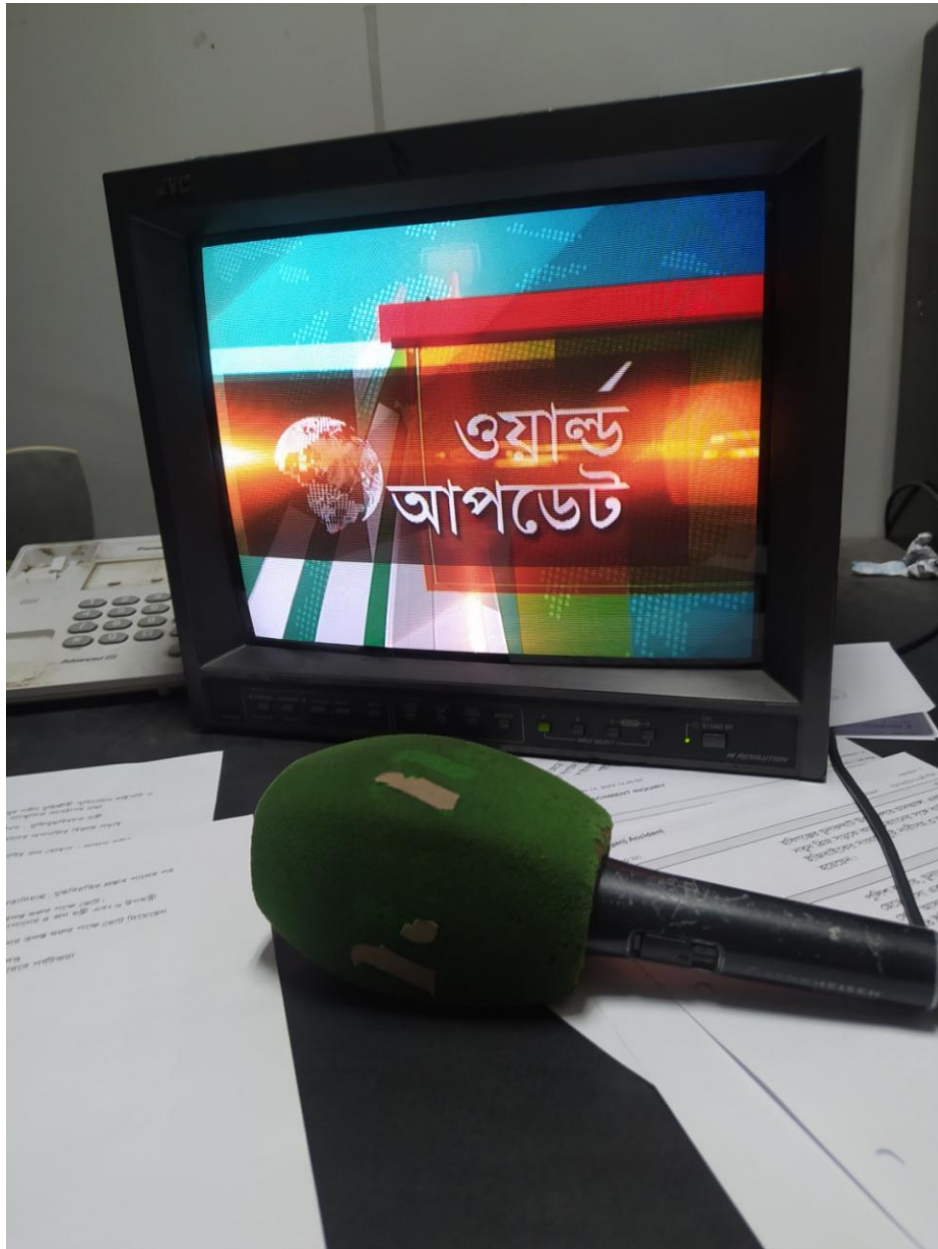


Image 00007 : Working for News Flash



Image 00008 : Working for Field Reporting



Image 00009 : Working for Field Reporting



Image 00010 : Working for Field Reporting



Image 00011 : NTV Newsroom