



**TECHNICAL REPORT**  
**ON**  
**STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME**  
**(S.I.W.E.S) HELD AT**  
**RADIO KWARA**

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**SUBMITTED TO:**  
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**KWARA STATE POLYTECHNIC, ILORIN.**

**MARCH 2025**

## **DEDICATION**

I dedicate this report first and foremost to Almighty God who made it possible for me to go through this SIWES program safely and soundly and who has been there from the beginning to this very point also for the opportunity given to me to be in banking and finance department of this citadel of learning and to complete my 4month SIWES.

TO GOD BE THE GLORY.

## **ACKNOWLEDGEMENT**

My deeper appreciation goes to Supreme God for granting me life, health, favor, wisdom knowledge and understanding all through the period of my SIWES program.

With a deep sense of appreciation, respect and gratitude, I want to say a big thank you to my parents, Mr and Mrs **Alabi**, brothers, sisters and other relatives and non-relatives friends, for their caring attitude and support from the beginning of my ND program banking and finance to this point.

I will like to express my gratitude to my honourable (H.O.D), my SIWES supervisor, and also the entire staff of the Department of Banking and Finance, kwara state Polytechnic Ilorin, I say more grace to your elbow all. I can never forget the unalloyed cooperation of my beloved ones at Sweet Bite Company, and other General Department Management team.

My sincere appreciation also goes to everyone that has been by me all this while. THANKS TO ALL

## **CHAPTER ONE**

### **1.1 Historical Background of SIWES**

SIWES whose full acronym is Student Industrial Work Experience Scheme was established by ITF (Industrial Training Funds) in the year 1973.

Its purpose is to solve the problem of lack of adequate skills for employment of tertiary institution graduates by Nigeria industries.

It is like program design to expose and prepare all higher institution student to be able to face and fend for their live.

SIWES was established to give a practical cum field-insight of their classroom theoretical training. i.e gives students the opportunity of acquainting and exposing themselves to the experience required in handling and managing of equipment and machinery that are usually not made available in their institutions.

There was a growing concern and trend that was noticed by some industrialist that graduates of higher institution lacked sufficient practical background for employment. Students are not given enough equipment in school for their training and this leads to inexperience that prevents them from getting employed.

So, the ITF took charge of helping the students and SIWES program was officially approved and presented by the federal government in 1974.

There were some challenges the ITF faced through the financial involvement that became unbearable it then withdrew from the scheme in 1978.

In 1979, the federal government handed over the management of the scheme to both the national universities commission (NUC) and the national board for technical education (NBTE).

## **1.2 Aims and Objectives of SIWES**

- i. Provide an avenue for student to acquire industrial skills for experience during their course of study.
- ii. It expose student to work methods and techniques.
- iii. Introduce student to real work atmosphere so that they know what they would mostly likely meet once they graduate
- iv. Bridging the gap between theory and practice by providing a platform to apply knowledge leant in school to real work situations.
- v. Enabling the easier smoother transition from school by equipping student with better contact for future work placement

## **1.3 Brief Introduction to Radio Kwara**

Ilorin was the first location in Kwara State where broadcasting services were provided by the Kwara State Broadcasting Corporation (also known as “Radio Kwara”). These services began in 1956 as a relay station. In those days, people referred to it as the provincial broadcasting house. The one quarter kilowatt (kW) medium wave transmitter that was employed at the time could only reach an area within an eight kilometer radius of Ilorin.

However, the Kwara State Broadcasting Corporation as it is now was not one of the beneficial byproducts of the first state to be created in Nigeria. It did not come into existence until the adoption of the Kwara Edict No. 3 of 1979, but it took effect back on April 10th, 1978.

Due to the state of Kwara’s topography, it was decided that it should be covered with both medium and short wave transmitters when it was created in 1967. This was part of a larger master plan that was developed and approved for the entire nation at the same time. This plan was based on the number and capacity of transmitters as well as the mode of transmission that were to be sited in each new state.

## 1.4 Departments of the Corporation

**Administrative Department:** This is the department that manages the entire activity of the corporation. The administrative department is responsible for every of the staff and equipment and it is presided over by the General Manager of the Corporation.

**Managements News and Current Affairs Department:** This is the department that is solely charged with the responsibility of gathering, collating, arrangement and dissemination of news items daily. This is where news stories to be broadcast are decided and selected daily. All of its activities are centred in the 'News Room'. This department is presided over by the Director of News.

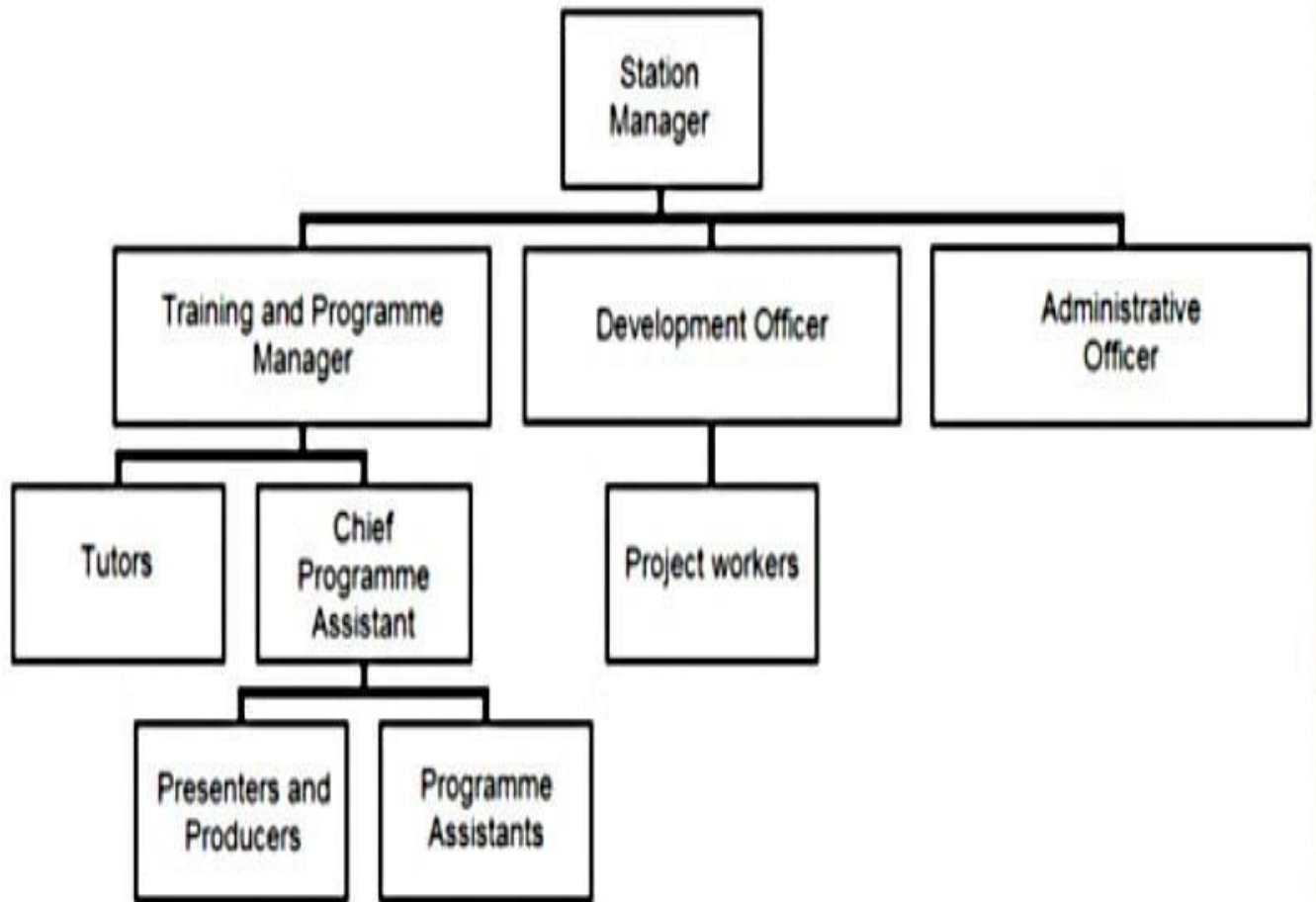
**Programmes Department:** To the outside world this department happens to be the most important as it plays the most vital role of conceptualizing, preparing and delivering programmes to be aired. This department is presided over by the Director of Programmes.

**Marketing Department:** The sole responsibility of this department is to sell airtimes to both local and national listeners for either advert placements or sponsorships. This Department is headed by the Director of Marketing.

**Engineering Department:** This department is saddled with the responsibility of managing every land plant of the corporation. It is believed that this department performs the most tedious task of the corporation as they have to be at the different relay stations of the corporation every time to ensure the machines are in good shape and are serviced regularly. The department is headed by the Director of Engineering.

**Finance Department:** This is the department of the organization that is charged with the responsibility of managing the corporation's purse. It is the department that pays the salaries and wages of every of the staff in the corporation. The department works closely with the administrative department of the corporation. The Finance Department is presided over by the Director of Finance.

## 1.5 RADIO KWARA 99.1 ORGANOGRAM



## CHAPTER TWO KNOWLEDGE GAIN DURING SIWES ATTACHMENT

### 2.1 What is NEWS?

NEWS is information that is published in Newspapers, broadcast, on Radio and television about recent or current events in any particular area.

#### 2.1.1 Various Sources of NEWS

Journalists should deal in reliable facts, so it is important that the sources you use for writing stories can give you accurate information about what happened or what was said. But just as there are lots of different news events, so there are many different sources of

information. Some of them will give you very accurate information and we call these sources *reliable* (because we can rely on what they say). Others are less reliable, but still useful, while some can hardly be trusted at all. The main way of judging sources of information is on their reliability.

**Reporters:** One of the most reliable sources of information (although not completely reliable) are other journalists. They may be your colleagues or reporters from a news agency which supplies your organisation.

**Primary sources:** Often the source is someone at the centre of the event or issue. We call such people *primary sources*. It might be a man who fell 1,000 metres from an aircraft and lived to tell the tale; or a union leader who is leading wage negotiations. They are usually the best sources of information about their part of what happened.

**Written sources:** Not all primary sources will be spoken. Written reports can make an excellent source of information for a journalist. They are usually written after a lot of research by the authors, they have been checked for accuracy and are usually published with official approval.

**Leaked documents:** You may occasionally be given documents which have not been officially released to the press. They may be given to you by someone in a company or government department who does not want to be seen giving them to the media. We call these *leaked* documents.

**Secondary sources:** Secondary sources are those people who do not make the news, but who pass it on. The official police report of an incident or comments by someone's press officer can be called secondary sources. Secondary sources are not usually as reliable as primary sources.

**Tip-offs:** Occasionally someone will call with a story tip-off but refuse to give their name. These are said to be *anonymous* (meaning "no name").

### **2.1.2 The secret to write great Headline for NEWS stories**

1. Should be accurate and specific



2. Use present tense and active verbs, but don't start with any verb
3. Use infinitive form of verb for future actions.

## 2.2 NEWS Alignment

I was taught the definition of alignment is an arrangement of objects in a way that makes a line or row.

Alignment is the chronological arrangement of news items.

It is also the arrangement of news

### 2.2.1 Things to be consider when Aligning

1. Proximity **location**: If an event is happening nearby, it will impact the audience more than if it were happening somewhere else that doesn't affect them as much, such as in another state or country.
2. **Prominence**: A well-known person, place, or event has a stronger news angle than something that the audience isn't familiar with. A guest speaker visiting your local elementary school to take over story time doesn't resonate with many people ... unless that speaker is Oprah.
3. **Timeliness**: Current news has more impact than something that happened yesterday or last week. The news media loses interest quickly and past events become stale when there's always fresh news somewhere.
4. **Oddity**: If something is unusual, shocking, or bizarre, the strangeness alone could make it newsworthy.
5. **Consequence**: If the impact of an event may directly affect readers, they'll want to know about it. A run-of-the-mill burglary at the Watergate Hotel was white noise on the airwaves until it became clear what the identities of the key players meant for the nation.

2.3     Recording and Live Studio



Diagram showing Studio Equipment



## **Diagram showing studio laptop**

I was taught that a recording studio is a specialized facility for sound recording, mixing, and audio production of instrumental or vocal musical performances, spoken words, and other sounds. They range in size from a small in-home project studio large enough to record a single singer-guitarist, to a large building with space for a full orchestra of 100 or more musicians. Ideally, both the recording and monitoring (listening and mixing) spaces are specially designed by an acoustician or audio engineer to achieve optimum acoustic properties (acoustic isolation or diffusion or absorption of reflected sound echoes that could otherwise interfere with the sound heard by the listener).

Recording studios may be used to record singers, instrumental musicians (e.g., electric guitar, piano, saxophone, or ensembles such as orchestras), voice-over artists for advertisements or dialogue replacement in film, television, or animation, foley, or to record their accompanying musical soundtracks. The typical recording studio consists of a room called the "studio" or "live room" equipped with microphones and mic stands, where instrumentalists and vocalists perform; and the "control room", where audio engineers, sometimes with record producers, as well, operate professional audio mixing consoles, effects units, or computers with specialized software suites to mix, manipulate (e.g., by adjusting the equalization and adding effects) and route the sound for analog or digital recording. The engineers and producers listen to the live music and the recorded "tracks" on high-quality monitor speakers or headphones.

- i. Public relation consultancy
- ii. Film director information

### **2.5 NEWS Arranging and Getting the Needed Information**

- i. Will have to select NEWS worthy
- ii. Think about your goals and objectives in arranging the stories
- iii. Ask yourself “what is the story?” and “what’s the point?”
- iv. Make a plan of your story

- v. Arrange your first draft following your plan but changing it as necessary
- vi. Read through your first draft looking. Delete extra words, sentences and paragraphs
- vii. Read your second draft aloud listening for problems in logic or syntax.
- viii. Copy edit your story and deliver your finished story edited before deadline.

## **2.6 NEWS Editing**

Received news items, called copy, are processed in the news room. Unwanted news items will be weeded out and the newsworthy stories get finally selected. News items after selection will be taken on different pages in a newspaper. Accordingly, desk persons (subeditors/chief sub-editors) will take the copies or they will be given by a news editor. There will be some copies which require rewriting.

### **2.6.1 Process of editing a NEWS**

- The process of editing is intended to make it easier for the newscaster to read the copy. Corrections must be indicated clearly and matter inserted written legibly. All letters should be written carefully.
- The sub-editor first reads the story to get the general sense. He may mark a mistake here and there in first reading but he reserves his efforts mostly for the second reading. He should read it again for the third time to eliminate the possibility of oversight and to see that the story reads coherent. Then he gives the headline. An experienced editor may edit the news story in first reading but it is recommended that a story should be read once again after marking out the mistakes and corrections.
- Reporters should be instructed to end each page of copy on a complete paragraph. It makes for good speed in the composing room and eliminates the need of cutting the story into
- parts in the composing room as each page may be given to different compositor. If the writer has

- not observed this rule, the sub-editor should rewrite the copy to make each page a complete unit.
- Editing the news copy, which in journalistic term is called "Subbing", is a progressively becoming more important as the speed of news coverage increases and the news horizon
- broadens. The sub-editor can make a first rate newspaper out of a third rate copy. On the other
- hand a poor sub- editor can spoil the work of the best reporter. It is he who reconstructs and
- reduces the news to its proportional time.
- The different sub-editors on the desk also specialize in different sort of news but quite often
- they have to handle all type of news coming to the news channel.

## **2.7 STARTING A NEWS REPORT SCRIPT**

- Write good leads
- Put the important information first
- Write the report in easy language
- Be brief
- Use current grammar

### **2.7.1 STARTING A GOOD NEWS REPORT**

- Choose a lead author
- Edit ruthlessly
- Find the story you want to tell
- Don't get lost in translation
- Be realistic about how long it's going to take

## **2.8 How to produce a Radio NEWS bulletin**

Putting together a radio news bulletin is like preparing a satisfying meal that leaves your audience nourished and prepared for the day; what you produce has to be balanced and digestible.

### **1: Think of who is listening and broadcast for them**

You need to know who is tuning in for the information you are delivering and what they need to know. A local, region or national audience is not the same as an international audience.

### **2: Variety is the spice of life**

Offer an information mix. Life is multi-coloured and multi-faceted, and so is news.

If you are covering politics you must highlight how the issue affect the lives of your audience and not dwell on the politics alone. Always find someone affected by the issue and don't just feature those in positions of power who are talking about the issue.

### **3: Would you want to listen to yourself?**

A voice that pleases is important for ensuring that the audience returns. Record a few of your bulletins and listen to them. Would you like to listen to that voice every day? If not, do something about it.

### **4: Small may be beautiful**

Longer is not necessarily better. A seven-minute news bulletin is not going to be an improvement on five minutes if the extra two minutes are merely filler material.

### **5: Slow down, it's not a race**

Don't rush. Make sure that your audience can understand what you are saying. Reading too quickly could result in your audience not being able to absorb the information you are sharing. You could end up becoming background noise.

News readers often read fast when they are nervous or when they know that they are about to pronounce a name about which they are uncertain. If you know there is a foreign name

coming up in the bulletin, highlight it and practice it until you are sure. Then approach it slowly, pause, and pronounce it clearly.

#### **6: Don't serve up stale news**

Is your bulletin fresh, dynamic, and stimulating? Rewriting is essential. Many people will listen to several bulletins during the day.

#### **7: Radio is about sounds, not just your voice**

Sound bites are important. A longer news bulletin becomes a lot more attractive for the audience if you include short sound bites. This can be a five- or 10-second audio clip inserted in a voice report or a stand-alone 20- or 25-second clip.

#### **8: Tell a short story**

Write news stories as if you were telling the story to a friend. This means: short, simple and straightforward sentences.

#### **9: Small and effective packaging**

The bulletin should be a compilation of short but powerful stories. This format makes it easy for people to grasp the information.

#### **10: Some final points**

If you are putting together a longer bulletin (e.g. seven minutes or more), you may want to end the bulletin with a brief recap of the main stories. This can help audiences recall the top stories and/or other relevant information.

## CHAPTER THREE

### TERM USED DURING THE SIWES ATTACHMENT

**Editorial meeting:** The editorial meeting is something all publishing companies run on a monthly, weekly and even daily basis.

**Bulletins:** brief, scheduled news programs. They are often hourly, run several minutes in length and may include several individual news stories and the weather.

**Anchor** - the reader or present or in the studio.

**Anchor Lead** - the words read by an ANCHOR when introducing a package or live report.

**Breaking NEWS** - a story that is still developing.

**Copy** - words which are written to be read on air. (The script.)

**Narration** - a script read by the reporter.

**NAT or NATURAL SOUND** (sometimes called WILD or CLEAN SOUND) - background sounds, including traffic, crowds, machinery, music, etc. Natural sound helps paint a sound "picture" for your listeners.

**NEWS Flash** - the very first report of an important news story.

**Package** - a report that is entirely pre-recorded and self-contained.

**Phoner** - a report from the field by telephone. Also, a telephone interview.

**Reader** - a story that is entirely read by the ANCHOR (with no PACKAGE or SOUNDBITES).

**SOUND BITE or SOUNDBITE** (sometimes called an ACTUALITY) - a piece of spoken sound usually taken from an interview.



## **CHAPTER FOUR**

### **4.1 SUMMARY**

I intend on using the knowledge I gained during this four months industrial training to improve myself in discharging my duties as a professional Journalist.

My experience so far while in this citadel of learning which has obviously made me reputable and hardworking lady that people say I am today; I intend on being a good ambassador of the school wherever I find myself in this journey of life.

### **4.2 RECOMMENDATION**

I recommend that the school reinvigorate its stride at visiting and checking the progress and impact of the programme at least twice before its conclusion. These visits will not only reassure the organization of the credibility of the school but also create a sense of enthusiasm mood for the students to be more diligent at reporting to duties.

I enjoin the Federal Government of this country to imbibe the habit of paying up the promised stipend for students who actually observed this programme for the period of four months in time. Our government should start being more credible at discharging its duties.

I suggest that more awareness measures should be created for students so as for them to know the actual importance of the SIWES programme and for them to strife and make good use of the limited period for practical experience.

### **4.3 CONCLUSION**

All I have written in this report are what I have been exposed to at my place of attachment during the four months industrial training programme.

The initiative of the four months industrial training attachment programme for students of tertiary institutions can be described to be an effective strategy as it created a platform for students (myself and my colleagues) to experience the practical aspect of their course of study which as a result tends to broaden their knowledge and methodologies on the actual practical field of work