



STEP 1: What's Your Story?

Think about:

What's the topic or issue? Why should people care?

Write it down like this:

"Today we're looking into..."

"Have you ever wondered why..."

STEP 2: Plan Your Report

Use the 5Ws (WHO, WHAT, WHERE, WHY, WHEN + HOW) to make sure you have all the information you need.

Who is your audience?

What sort of report(s) are you producing?

What is the format – video, audio or text?

Don't forget to check your facts!

STEP 3: The Interview

Pick someone who knows something or lived it.

Ask them things like:

"Can you tell us what happened?"

"Who can you speak to about the story?"

"How did it make you feel?" "What would you like others to know?"

"Who is your audience?

"What sort of report – video, audio or text?

Don't forget to check interviewees' name and note any key answers or quotes!

Is there something your audience can do or be involved in?

For example:

"If you want to find out more go to the website."

"Here's how you can get involved..."

What they see

- Reporter in-vision
- Video footage or audio atmos
- Cutaway clips
- Interviewee or contributor
- Graphics / titles

What they hear

- Intro line (hook!)
- Voice-over explains
- Reporter voiceover or commentary
- Interviewee or contributor voice
- Voice or sound effects

Writing a script

- Keep it clear and concise
- Use language suitable for your audience (limit jargon!)
- Is there a word limit?
- Is there a specific duration the report needs to be?

What to remember

- Be confident!
- Use facts and stats
- Ask open questions
- Keep the story simple (don't try to squash multiple

stories in to one report!)

STEP 4: Final Message
Your conclusion should summarise or be a call-to-action.

"together we can make a difference."

✓ Start with a strong intro

✓ Use different footage or sounds ✓ Check your facts + clips to help illustrate a story

✓ Interview someone with a real view or expert

consider including statistics

✓ Add your own photos, graphics or drawings

✓ Finish with a clear message



CHECKLIST + QUICK REMINDERS:



BETHEREPORTER, NOT JUST THE AUDIENCE!

Here's some reminders about how you can employ your journalistic instincts and skills to be an active audience of news stories and produce your own reports.

Stay Smart!

BEFORE YOU ENGAGE

FACT CHECK Who is behind the story? ls it credible, biased, or clickbait?

Scan Title/ Headline summary What do you expect it to be about?

WHERE and WHEN Where, When and What,

more about the story.

Use the 5Ws (Who, Who, What,

to help you understand

Cone

Consider what you know

Consider what you already know about this story/issue? How does it connect to other things you've seen or heard?

> Be smart /Stay curious! /

WHILEIT HAPPENS

Why do you think that? Could others Can you trust this story? feel differently? important?

Ask questions 5Ws + How How do we know Who's Speaking? it's true? What's the

main point?

LOOKFOR EVIDENCE

What supports the claim? Is it correct and trustworthy? What if there's no evidence?

DON'T RUSH

Take your time. Rushing leads to missed info and weak conclusions. Pause for clarity See a tricky word

or concept? Look it up be clear and clarify what's being said.

Be the journalist!

> REPORTING **A STORY**

MAKE A

JUDGEMENT

Should you share it?

Or should you dig deeper?

Format for Report

Who is the audience? What media can you use? Is it a visual story?

Do Your Research Use different sources to gather details Ask questions (**use 5Ws**) Include quotes

Feature the **3Cs**

BE CLEAR Use plain, understandable language. Limit jargon.

BE CONCISE Report key information.

Use short sentences.

BE CORRECT Double-check for accuracy, quote attribution + facts.

