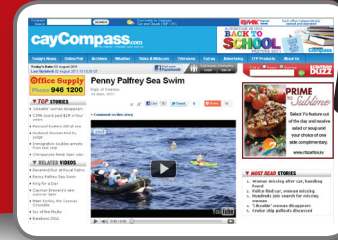


# BE A JOURNALIST FOR THE DAY

## Top Tips!



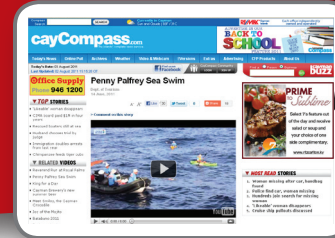
### TOP TEN TIPS FOR MAKING A VIDEO NEWS REPORT

- 1** Before starting any news report, the most important point to remember is: Keep it simple. Think about how can you tell the story in the most engaging way, without making it too complicated.
- 2** Remember news is based on fact and your news report should be true and accurate.
- 3** When planning your report, you will need to consider the five **Ws**. These are:
  - **WHAT** is the story? Get the facts right before starting your report.
  - **WHY** is the story important to your audience? Which points do you need to focus on to get their interest?
  - **WHO** is involved? Think about who will be able to tell their sides of the story in an interesting way. Make sure they're available to film when you need them. Remember, if you want to film anyone under the age of 18, you must get permission from their parent or guardian. If you are filming at school, in school time, this permission can be given by the head teacher.
  - **WHERE** is the story happening, and where is the best place to film? If you're shooting outside of school, you may need to get permission first.
  - **WHEN** has the story already happened, or is it about to happen? If there's going to be a significant event you want to report on, make sure you get there on time!
- 4** A basic TV news report is made up of five parts:
  - **INTRODUCTION** – This is where the reporter starts to explain the story. Don't make it too long, keep it short and snappy.
  - **FIRST INTERVIEW** – The first person you talk to will give their opinion on what is happening, and how it affects them.
  - **SECOND INTERVIEW** – You need to talk to someone with a different opinion, to provide balance.

Continued overleaf...

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### TOP TEN TIPS FOR MAKING A VIDEO NEWS REPORT

- **EXTRA SHOTS** – These show the audience more about the place and the people in the story. They make the report more interesting.
- **CONCLUSION** – This will be the reporter’s sign-off, where they summarise the outcome, or possible outcomes, of the story.

**5** Think carefully about where you want to set up each of the shots, using different backgrounds and angles to keep it interesting for the audience.

**6** Interviewees usually stand on one side of the frame looking over to the other side of the screen. This is because they are looking at the reporter, who stands on one side of the camera, so you can’t see them in the shot.

**7** Be very careful to check your audio levels too. Wear your headphones! Without good sound you won’t be able to use the video that goes with it.

**8** Always bring plenty of pens and paper, spare camera batteries and tapes. If you run out during an interview, you won’t be able to finish your story. And if you’ve got a tripod, take it with you to keep the shots steady.

**9** When filming, you and your team’s safety is top priority. Don’t film in dangerous places – in the road, for example, or balancing on top of something. Be careful of cables and leads – keep them out of the way so people don’t trip over.

**10** Planning ahead can really help, so you know where you’re going and don’t get lost. Always make sure someone in charge knows where you will be.