

# TIPS FOR CREATING A NEWS REPORT

Most of us are familiar with news reports, and the way they are created to present the news, engage the viewer and keep us entertained, all at the same time. There are a range of tips and tools used by journalists to create news reports:



## PLANNING

**Keep it simple:** The most important thing to remember is to keep it simple. Your aim is to hold the viewer to the end of the story without leaving them confused or unsure of what the story was about.

**Stick to the facts:** Do your research and find out as much as you can about your topic or story. When conducting research for your article, or compiling the information you want to go into your article, organise your information into three categories:

1. those that need to be included in the report.
2. those that are interesting but not vital.
3. those that are related but not important to the purpose of the report.

The length of your report will determine what information you decide to include; however, it is suggested that regardless of length, you include all the information in category 1. If you have included all this information and you still have more time to work with then you could consider adding information from category 2 or even category 3 to make the story more interesting or engaging for your audience.

**The 5 W's:** When planning your report, you will need to consider the five W's. These are:

- *What* - What is the story? Do your research, find out your story and get your facts right before starting your report.
- *Why* - Why did the thing you are reporting on happen? Why is the story important to your audience? Are there points that you think your audience will find more interesting? Focus on these points if you can.
- *Who* - Who is involved? Can you involve these people in an interesting way? You could consider interviewing these people, or asking them to re-enact parts of the story.
- *Where* - Where did your story take place? 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? When? Or is it about to happen?

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## FILMING

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. Similar to the leading paragraph in a written article, the introduction should give an indication of the 5 W's of the story, and be presented in an engaging manner so that the audience wants to keep watching.

**First interview:** The first person you talk to should give their opinion on the story, and how it affects them.

**Second interview:** Next, you should talk to someone with a different opinion (this doesn't need to be an opposing opinion, just different). This will help to provide balance to your story.

**Extra shots:** Shots of the places and the people involved in the story will help to make the report more interesting to your audience.

**Conclusion:** This is where the reporters signs off, summarising the outcomes of the story.

## OTHER TIPS

**Think about your backgrounds:** Think carefully and creatively about where you film, using different backgrounds to keep it interesting for the audience. You could also use an app like [Green Screen](#) to create different backgrounds.

**Try different angles:** In addition, you could use different camera angles in your filming. For example, reporters can look straight at the camera when they do their introductions and sign-offs (called "pieces to camera"). In another shot, the person you are interviewing could be standing to one side of the frame, looking at the reporter who can't be seen.

**Speak clearly:** Ensure your reporter/s speak clearly and concisely. Try to use simple language, keep your questions clear and concise, and ensure questions are based on your research.

**Check your equipment:** Finally, before you start test your equipment, making sure your sound is good and ensuring you understand how to use all the buttons before you start.

