

Reporting Tips

1. Accuracy

Make sure you have the facts right (including how to spell names).

2. Audience

Keep in mind the audience who will read the paper. Is your story of interest to them?

3. Interviews

It may be necessary to schedule an interview. Prepare your questions ahead of time. Take notes during the interview and ask for clarification when needed. If possible, use a quote to make your story more interesting.

4. Research

Use reference materials to get the facts you need, or check facts that you have collected.

5. Writing

Start with a good lead. You want to grab the reader's attention and make him or her want to read more. Don't forget to answer the five *Ws* and leave out your opinion!

6. Images

It's never too soon to start thinking about what images you want to go along with your story. Do you need a digital photo or clipart? Make sure you don't wait until the last minute.