**Article Planning Sheet – Notes & Quotes**

**Reporter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Article Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Article:** feature sports editorial student view doubletruck

LHS related submission Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This Sheet Due: May 14th Completed Article Due: Friday, May 22nd**

**Questions Reviewed by: Classmate \_\_\_\_\_\_\_\_\_\_\_\_ Editor \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mrs. Clay**

**Sources:** (**You *MUST* interview** **at least 3 people** who are not part of the class and are relevant to your article! It is lazy and irresponsible to not conduct good interviews for an assignment. **Remember people *ARE* the news**. Please interview males and females (as well as adults and students) to gain a fair representation of opinions.)

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| **Source/Person** | **Relationship to Article** | **Male or Female/ Adult or Student** |
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**What information do you already know? (people, place, time, details, importance, etc…)**

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**Questions:** (Create a list of **at least 10 questions** that you will ask to prepare your article. Some questions may simply be to find out background information you need. Some may be worded intentionally to get a response/quote that you need for your article. These should be open-ended questions that address: Who? What? When? Where? Why? How?)

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| **Who to Ask?** | **Open-Ended Questions** |
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| **Who to Ask?** | **Open-Ended Questions** |
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| Each source | Is there anything more you can tell me about…? |

**What will make a good headline for your article?**

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**What do you plan to use for a photo or graphic to accompany your article?**

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**What Now?**

* Read through and think about all the information you’ve gathered.
* Draft your article with an effective lead, important information, interesting

details, relevant quotations, and an effective ending.

* Type your article. Proofread it **yourself**.
* Ask at least 2 people to proofread it and give you feedback. Make changes.

(Any spelling, grammar, punctuation, or typographical errors will

result in loss of points.)

* Upload to SharePoint: LHS Talon 2014-2015 June Issue
* Upload photos and/or graphics to SharePoint labeled with the title of

article and the words: photo/graphic.

* Turn in a printed copy of the final draft of your article as well as this completed page.