News Assignment for October issue of *The Talon* NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Framework & Planning Sheet

**Deadline #1 – Tuesday, September 30th – completion of this planning sheet (25 points)**

**Deadline #2 – Wednesday, October 8th – completion of interviews – notes and quotes**

**Deadline #3 – Tuesday, October 14th – legible draft and photos submitted**

**Deadline #4 – October 20, 2014 – HARD DEADLINE for Final Article Submission**

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Newsworthiness Factors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Research Your Topic:

Be the expert! Be as knowledgeable on your subject as possible BEFORE conducting interviews so that you can ask the questions that are still left unanswered. **List your sources of research.**

Conduct Interviews:

Don’t settle for one source. Get as many interviews as possible. Consider all different perspectives and remain as objective as possible. This will help you tell the story in an unbiased, accurate way.

**List people to interview.** Be sure to record the exact words of the person you interview so you are able to quote them correctly. Before you leave the interview, confirm the person’s name and pertinent biographical information. Take a recorder/camera if possible.

Draft your article:

**Cover the 5 W’s and 1 H.** Hook the readers with an entertaining, yet concise lead. Use the inverted pyramid structure. Load the beginning of your article with the most important information with other details in descending order of importance.

Who?

What?

When?

Where?

Why?

How?

Revise your article:

Edit and rewrite your article as often as necessary to make sure it is worthy of your good name being attached to it. Enlist the support of friends, family, fellow staff writers, and editors to read and give you feedback on your article. Don’t be fearful of constructive criticism – you want your article to be readable for its quality and its content. **List 3 people who will read your article before it is turned in to your editor.**

Reflection:

What troubles/struggles/obstacles did you have in completing this planning sheet?

What was the easiest/least stressful part of writing this article?

What was the most difficult/most stressful part of writing this article?