

KEY POINTS:

- Once you've got all your facts and material, it's time to start writing your reports.
- If writing for TV or radio, you need to write a script, which will be read aloud possibly alongside pictures or audio clips.
- If you're writing a text-based story, think about how photos might work alongside it.
- Before you start writing, ask yourself: what is the main point of this story?
- If you're not sure, tell it to a friend – what's the first thing you say to them? That's a good guide to the most interesting part of a story and will probably be the start of your story.
- The middle of your report may well be the best parts of your interview so review the material and pick out the best answers.
- Also need to plan an ending – what final thought do you want to leave audience with?
- Stick to the 3 C's of news writing: be clear, concise and correct.
- Clear – as if you were telling the story to one person; never use a long word where a short one will do just as well.
- Concise – keep to the key facts and don't bore your audience!
- Correct – get facts, grammar and punctuation right and be honest about where your information is from.