

KEY POINTS:

- Broadcasting is the final stage of the news process, where you share your stories with the audience.
- In School Report terms, this means publishing your finished stories on your school website.
- At the BBC we arrange our TV and radio reports into bulletins, and you can do the same by putting your stories in an order which will appeal to your audience.
- This is a running order, with your best story at the top of the bulletin and perhaps a lighter story at the end.
- Make these decisions and then have a final check that your cues are in order and that your spelling and punctuation are correct.
- Then you can write the headlines, which is my favourite part of the job.
- Good headlines are short and snappy and make people watch to watch or listen on, or read more.
- You can share your news live in front of the class, the whole school or even stream it live on the school website.
- Can you get a bigger audience by emailing links to friends, family or other schools or by promoting the bulletin with posters etc. in school?
- Make sure you know how to get your reports onto the website.
- Remember the BBC values: check your broadcast is truthful, accurate, fair, balanced, doesn't put anyone in danger and only use the first name of people under 18.
- Making news is a big challenge but also great fun!