

TRANSCRIPT OF VIDEO (ENGLISH LANGUAGE VERSION)

<https://www.bbc.co.uk/teach/young-reporter/lesson-6-organising-and-producing-news-for-broadcast/z4vxdp3>

Hello – here we are in a television studio in New Broadcasting House in London – and this is where the final stage of news-making happens: broadcasting.

Now you've compiled your reports – it's time for you to share them with everyone else.

Here at the BBC we arrange our television and radio reports into programmes or bulletins – and you can do the same

To do this – you must put your news stories in an order – in a list – one that will appeal to your audience. The reports are listed in what we call a running order – with a top story at the start and a lighter or even funny story towards the end.

Once you've made these big decisions – it's time to share or broadcast your news.

Have a final check that all your scripts are in order – with correct spellings and punctuation.

Remember, good grammar isn't a luxury it's essential.

When you've done all this you can write the headlines.

It's my favourite job because good headlines will really hold the audience. Keep the headlines short and snappy, they should be a mix of direct, serious stories and headlines that tease people to make them stay and watch.

At the BBC we broadcast our bulletins live from a studio like this to millions of viewers. You can share your news live by reading it or playing video reports in front of your class, or the whole school.

You might even be able to stream it live on your school website.

And have a think about sharing your reports.

You can get even more people to see them by emailing links to friends, family or to other schools. What about promoting your news bulletin by putting up posters?

If you've written text-based online reports the idea is to arrange them in a way that makes the most important or interesting story stand out the most.

Check out the BBC News website for some inspiration – and see where top story sits on the page. Have a look at the design and the way it draws your attention.

Remember the BBC news values; check everything you're broadcasting is truthful, accurate, fair and balanced, and that you're not putting anyone at risk.

To protect people under the age of 18 – only use their first names in your reports.

For School Report we would like you to publish your reports on your school website. Once you have done that we can link to them from the School Report website.

You will need to be in touch with whoever looks after your school site to make sure you know how to publish your stories.

Making the news is a challenge, but it's also good fun, and I really hope you enjoy taking part in School Report. Good luck and enjoy.