

KEY POINTS:

- After you've found your story you need to start gathering all the facts to tell the story.
- Remember the 5 Ws – What, Who, Where, When and Why – and don't forget How.
- Facts are the building blocks of news – gather you own facts and statistics, and check them very carefully.
- Interview people who have been affected by the story or who know a lot about it.
- Get as much background information as well before you set off for an interview so you can ask the right questions.
- Make sure you know the difference between a fact and an opinion. A fact is beyond dispute, whereas an opinion is someone's view – it's one person's view.
- Try to balance different opinions in your report – it's important to be impartial.