

The principles of making the news to a deadline can be done in just one lesson!

News journalists and producers, particularly in radio, often write and read a short bulletin in an hour and you can do it too.

### Objectives

- to produce a short news bulletin and then read and record it within an hour
- to gain an understanding of working to a deadline
- to develop team working skills

### Resources

- [What is news?](#) Video from lesson 1
- access to newspapers and/or internet
- simple recording equipment for audio or video (smartphone, tablet, iPod)

### Timetable

**00.00 – 00.05: Play** the School Report Huw Edwards video [What is news?](#) From Lesson 1 and discuss:

**00.05 – 00.08: Plan** - Divide the class into groups or “desks”. You can have an international desk, home news, local news, school news, arts review, science news, sport or weather. You can choose the subjects or let the students decide. You might also like to appoint an editor for each group who will read through the stories and check for errors. You may also like to have a couple of technicians who will do the recording. Remind students that it's safer to avoid covering stories about court cases, criminals and celebrity gossip - as you could end up breaking broadcasting laws which can be very serious. ([Safe and Legal article](#))

**00.08 - 00.18: Research** - Give the students 10 minutes to find two stories that they would like to pitch for each group. For the weather the students can research the local forecast and include national and world weather if they like.

**00.18 – 00.28: Editorial meeting** – hold a meeting where each group has a minute or so to pitch their story ideas. The teacher can be senior editor or allocate the role to one of the students. The editor decides which stories you run with.

Think about who your audience is when you are discussing the stories and then decide which order they will go in in the bulletin. For example, if your audience is the school a school story might be your top story, but if the audience is local families and parents then the top story may be different.

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**00.28-00.35: Running Order** - As a class write your running order on a flipchart or whiteboard so everyone knows which stories are in the running order and how long each one will be. Your top story may be the longest and, if there is time, a short interview could be included. If your bulletin is 4 minutes, for example it may go like this:

00 - 50 seconds: Top story read 30 seconds with 20 seconds interview or quote from someone involved in the story

0.50 – 1.15 Story 2

1.15 – 1.45 Story 3

1.45 – 2.15 Story 4

2.15 – 3.15 Sport

3.15 – 4.00 Weather

**00.35 – 00.45:** Write the stories. Remember to be clear, concise and correct. Researchers can provide the facts, editors can check them and presenters read out loud. Technicians can check the timing.

**00.45 – 00.55: Rehearse** - you can create a news desk at the front of the class and each presenter will need to move into the chair when it's their turn, or all the presenters can sit at the front. If you have linked computers the scripts can be typed and you can produce one script or create cue cards with key notes. If you are recording as a video you can then put your script into an "autocue" app which you can run on a laptop or tablet. You can also record your news as an audio bulletin by having a technician walk along the line of presenters.

**00.55 – 1.00: Going live** - record your bulletin! Remember to talk slow and steadily – slower than you would normally speak. News presenters speak at an average speed of three words a second. You can adapt this model for a longer lesson and at each stage play an alternative Huw Edwards video or one of our other [video resources](#).