

# Reporting Tips

## 1. Accuracy

Make sure you have the facts right (including correct spelling of names).

## 2. Audience

Keep in mind the audience who will read the paper. Is your story of interest to them?

## 3. Interviews

It may be necessary to schedule an interview. Prepare your questions ahead of time. Take notes during the interview and ask for clarification when needed. If possible, use a quote to make your story more interesting.

## 4. Research

Use reference materials to get the facts you need, or check facts that you have collected.

## 5. Writing

Start with a good lead. You want to grab the reader's attention and make him want to read more. Don't forget to answer the five *W*s and leave out your opinion!

## 6. Images

It's never too soon to start thinking about what images you want to go along with your story. Do you need a digital photo or clipart? Make sure you don't wait until the last minute.