Here’s a checklist for your news assignment:

1. Choose a straight news or feature story.
	1. It has to be current, interesting and important to your audience.
	2. It has to be based on a newspaper story
	3. It has to be a real story
2. Collect background material, including at least one online newspaper story.
	1. Research your story online
	2. Do interviews
	3. Look for peripheral information.
	4. Figure out what questions will occur to your audience and answer them.
3. Put your name, class information, assignment name, and date on the page before you insert the table for your split-page format.
4. Insert a one-line slug identifying the crux of your story and the total running time (TRT), also before you insert the table.
5. Adapt the story to television news, as per the guidelines and samples posted by your instructor and any other guidelines you find. Be concise. Be clear. Explain what has to be explained as a reporter, let sound bites provide opinion. Keep your sound bites brief and punchy. Don’t include the interview questions; use reporter transitions instead.
6. Start with the anchor in the studio; grab audience attention without details.
7. Have the anchor throw it to the correspondent in the field, for a live stand-up.
8. Have the correspondent introduce the taped package, prepared earlier in the day.
9. Come out of the taped package with a brief, live conclusion.
10. Adapt the story to your local community, and add at least one interview of a BC student, professor or local community member. The interview could be a “person on the street” or someone who could offer an expert opinion. If you don’t interview an expert, let the reporter provide the necessary facts. Do the necessary research for that.
11. Write a 1- to 3-minute script in split-page format. Remember, put your class/assignment information into your blank document before you insert the table.
12. Read it out loud to make sure your timing is right. This will also help you check for smooth broadcast style. If you trip over your sentence structure, your on-air staff won’t have a chance.
13. Make sure your script contains everything your audience will see and hear, including the taped package, written out. Use standard script abbreviations (available online) if you can.
14. End it with a separate bibliography of works consulted. Explain where your sound bites came from.
15. PROOFREAD YOUR WORK SEVERAL TIMES BEFORE SUBMITTING IT. PROOFREAD YOUR EMAIL MESSAGE TO THE PROFESSOR ALSO. WHAT YOU THINK YOU WROTE IS NOT WHAT YOU ACTUALLY WROTE.
16. Attach your assignment in MS Word format in an email to grodman@brooklyn.cuny.edu with the file name firstname lastname news 1 or 2 .
17. Remember to post your ideas and drafts on our BB/Discussion Board page. See “News Blackboard Assignments,” under Course Documents for more details.