**El Rodeo: Assignment Worksheet/Issue # Reporter**

**Assignment** EIC/Advisor

**Section**: (e.g., news, editorial, etc.)

**Subject**: (Brief summary of story)

Who? What?

When? Where?

Why?

How?

**Working Headline/Subhead**

**Lead**: (first one or two sentences-not necessarily 5 W’s and the H if a feature or review.)

**Art**: (Photograph/graphic that will accompany story)

**Sources**: (The names, grade level, positions (e.g., assistant principal, Robert Garcia) of all individuals you will be interviewing or photographing as well as appointment info.

**Names Date/Location**

**Checklist (Self/EIC)**

BASIC INTERVIEW

TIPS: A CHECKLIST

* **Be on time**
* **Establish eye contact.**
* **Be polite and friendly.**

* **Have self-confidence.**
* **Conduct a good interview.**

Get permission to tape before you begin. Ask good follow-up questions about why and how things happened. Get the person’s opinion and the reason for it. Take notes even if you are taping.

* **Let your subject do most of the talking.**
* **Remember who your audience is.** Also keep in mind the story you are writing.
* **Write down quotations.**
* **Write down exact spellings of names and titles.**
* **Say that you may need to call back.**

**Getting the Story** **Reporter/EIC Initials**

1. Used **three** or more sources (e.g., people quoted). /
2. At least one photograph accompanies article. /
3. ll people **ID**-including full name and grade level. /
4. Will ER students care about this story? /

**Writing the Story**

1. Does article have a clear or interesting *lead*? /
2. **Proofread** by a teacher/mentor (signature required)? /
3. Is the article **long enough** (350-600 words)? /
4. Has the article **clearly** been edited (grammar/spell check)? /

**Drafting Final Copy**

1. Include a working headline? /
2. Included a byline? /
3. Attached a typed copy to this worksheet? /
4. Saved article in correct folder with an

appropriate file name (e.g., Whalen interview-Eric) /

1. Included appropriate artwork in “to be edited” folder? /

**Teacher/Advisor/Coach Signature**