

By Logan and Jackie

Reporting Workflow

Learning Newspaper Reporting/ Writing Skills



Step 1: Finding the story



01

Feature

Look around for a subject, you may already have it. A feature story should focus on the experience of someone else. Ask anyone and everyone about their life. Everyone has a good story to tell, you just have to dig it out of them.

02

News

Keep up with changes or things going on in the school/ school district. A news story should focus on what happened and why is it happening. It should include more than one person. A news story is meant to inform the reader.

03

Editorial/Column

You don't have to be an expert, but you have to research like one. An editorial is an opinion piece, so first find your stance on a subject, then research the subject.



Step 3: The interview

Schedule a time with the interviewee. Leading up to the interview, you should research the topic beforehand in order to be informed before the session. Utilize AI to come up with questions.

Have a few general questions jotted down before the interview to be prepared. Start the interview off with an introduction and something to gain their trust e.g. background knowledge, start relatably.

Be confident during the interview. Don't forget to ask for the information that you need. Keep in mind what you need for the story while interviewing. TAKE NOTES.



READ FIRST

These are prompts meant to help, NOT replace the critical thinking skills you have. You are still responsible for the final product. "But, that's what AI said" is not an excuse. Generative AI still tells us that it can be sometimes wrong, especially when it comes to journalistic norms. It may make bad suggestions. Consider this a brainstorming tool rather than 100% correct.

TO USE

1. Look on the Table of Contents panel (it may be hidden on the left side of the screen) and select the prompt you want.
2. Copy & paste the prompt into a generative AI chatbot like [ChatGPT](#), [Claude 3](#), or [Google Gemini](#) (personal account only).
3. Read the output completely.
4. If you want something different, need to clarify, are confused by something it said, or need more information, tell it! Talk to it like a human, that's the point.
5. Appreciate the wonders of technology.

NOTE: If you have suggestions on how to improve the output, make a comment and Green will fix it.

Step 3: Pen to Paper

01

Feature

The lead of a feature story should hook the reader with a moment from the subjects life. My go to lead is to describe the most impactful moment of the story in as much detail as possible. Throw the reader into the midst.

02

News

A news lead should be as short as possible but with as much detail as possible. It should be the who, what, when, where, and why of the story. Nothing more nothing less.

03

Editorial/Column

First hook your reader understand why your argument is being made. This can be similar to a feature lead, throwing the reader in the midst of the battle, or it could be a simple paragraph explaining who what when is happening followed by a stance.





Step 4: The Body

01

Feature

After your lead, you want to run it back a step. Start from the beginning of the story, and flow narratively. Follow the quote, transition and quote formula. You want to end the story with something that relates to the lead, or talks about the future.

02

News

You want to provide as much information and angles relevant to the story. Depending on the story, that may vary. If it's about a controversy, bounce between opposing viewpoints in quotes while providing facts in the transitions. If it is an event happening.

03

Editorial/Column

Have three strong arguments to support your stance. State your argument, provide evidence/ information/ facts. Explain why that matters toward your stance. Include a rebuttal to a possible argument of the opposing stance. Be sure to directly attack the opposing argument; meeting the argument in the middle is bonus points. Maybe a zinger at the end.

Step 5: Feedback and Editing

01

Read your story!

Be sure to READ YOUR STORY AFTER YOU WRITE IT. Do not turn in a poopy doopy story that could be prevented to an editor. Copy editing your own work will help improve your mistake patterns.

02

Send it off

Don't be afraid to turn it into green or your editor, no matter what you turn in, it will be covered in edits (there is never a time where it won't be covered in edits). Don't think that you have failed just because you have a paper covered in edits after you turn it in. Embrace the edits. An edited paper is MADE to identify issues, embrace this and grow from it.

03

PUBLISHHHH

Be proud of your work and see your name on that publication. Remeber, your words have power.

