

How do you report news? Check with your newspaper and/or broadcast stations for any special hints or requirements they have.

Structure your story using the 5W's and an H.

- ✓ Who - Who said it? Who is it about? Use full names.
- ✓ What - What happened? Importance counts.
- ✓ Where - Where did it happen? Remember closeness makes it news.
- ✓ When - When did it happen? Remember timeliness.
- ✓ Why - Why is it important? Remember policy.
- ✓ How - How did it happen? Was it unusual?

## News Story Form

This is a sample form to use at the meeting. Check with your newspaper to see if a special form is required or if you should write in narrative style.

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of club: \_\_\_\_\_

Time and date of meeting: \_\_\_\_\_

Place of meeting: \_\_\_\_\_

Opening ceremony: \_\_\_\_\_

4-H'ers giving reports: \_\_\_\_\_

Program subject and who gave it: \_\_\_\_\_

Date and time of next meeting: \_\_\_\_\_

Place of next meeting: \_\_\_\_\_

Business to be discussed: \_\_\_\_\_

Project plans: \_\_\_\_\_

Remarks: (your program in detail, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

