

NAME: _____

PERIOD: _____

STORY PREP WORKSHEET

TOPIC: _____

DATE DRAFT IS DUE: _____

PRE-ANGLE: Describe the story you expect to write in a sentence or two:

PRE-INTERVIEW: SOURCES OF BACKGROUND INFORMATION (May include official web sites, research studies or interviews with expert sources. List the people, web sites or other source where you will get your facts.):

INTERVIEWS: List the names, identification (grade for students, subject taught or title for adults) and relevance (why this person is interviewed for this story) **AT LEAST THREE SOURCES FOR ALL STORIES!**

Name, grade

Relevance

_____: _____

_____: _____

_____: _____

INTERVIEW QUESTIONS:

Use open-ended questions only -- no yes or no questions. Questions must be relevant to story topic and must cover all aspects of 5 w's & h. No prying, personal or inappropriate questions. Indicate who each question is for. ATTACH ADDITIONAL PAGE IF NEEDED.

1. Who: _____
2. Who: _____
3. Who: _____
4. Who: _____
5. Who: _____
6. Who: _____
7. Who: _____
8. Who: _____
9. Who: _____
10. Who: _____

Be a good listener. If a question takes the story in a direction you didn't expect but you think it would be a good story, follow the lead where it takes you. Just be sure to get the 5 w's & h.

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STORY PREP WORKSHEET, part 2

OTHER CONSIDERATIONS

If you are doing a poll or survey, attach a copy of the survey sheet that students will fill out.

If you are doing a quote box or gathering multiple quotes on one topic, write the question here:

PHOTOS

Does your story need photos? (Usually, the answer is yes!) Write here what your arrangements are for getting photos of your subject.

YOUR PLANNING:

How will you make sure you meet your deadline? List here all the steps you need to do to make sure you have the story done on time – PLAN OUT WHEN you will do it.

1. Pre-Interview/ Background research: _____ By Day/Date: _____
2. Access/ Set up interviews: _____ By Day/Date: _____
3. Observation/ Photos: _____ By Day/Date: _____
4. Conduct Interviews: _____ By Day/Date: _____
5. Revise angle/ prewrite: _____ By Day/Date: _____
6. Write lead and summary: _____ By Day/Date: _____
7. Organize your story/interviews: _____ By Day/Date: _____
8. Write the story/Upload photos with captions: _____ By Day/Date: _____
9. Turn in to editor: _____ By Day/Date: _____
10. REWRITE from editor's notes/comments: _____ By Day/Date: _____