

Writing concisely

When writing news stories, or summaries of news stories, it's important to include the following:

What - What's the story about?

When - When did the story take place?

Who - Who is the story about and who else is involved in the story?

Where - Where did the story take place?

How - How did you find out about the story? How did it happen?

Why - Why did the event happen?

Example answer: A large study into whether mobile phones are harmful to children's health is starting in September (**WHAT AND WHEN**). It's being funded by the government and mobile phone companies and will involve 2,500 children aged between eleven and twelve (**WHO**). Scientists from Imperial College London (**WHERE**) will look at their thinking skills, memory and attention - and then repeat the same tests in 2017. (**HOW**)

Researchers say very little is known about the effects these technologies have on children's brains and it's really important we find out. (**WHY**)

Headline: Investigation into whether mobiles are harmful to children

Tweet: A new study into whether mobile phones are harmful to children starts at Imperial College London

<https://www.bbc.co.uk/schoolreport/27697544>

Writing news

with Huw Edwards, BBC newsreader:

Key points

- Once you've got all your facts and material, it's time to start writing your reports.
- If writing for TV or radio, you need to write a script, which will be read aloud possibly alongside pictures or audio clips.
- If you're writing a text-based story, think about how photos might work alongside it.
- Before you start writing, ask yourself: what is the main point of this story?
- If you're not sure, tell it to a friend – what's the first thing you say to them?
- That's a good guide to the most interesting part of a story and will probably be the start of your story.
- The middle of your report may well be the best parts of your interview so review the material and pick out the best answers.
- Also need to plan an ending – what final thought do you want to leave audience with?
- Stick to the 3 C's of news writing: be clear, concise and correct.
- Clear – as if you were telling the story to one person; never use a long word where a short one will do just as well.
- Concise – keep to the key facts and don't bore your audience!
- Correct – get facts, grammar and punctuation right and be honest about where your information is from.

https://news.bbc.co.uk/1/shared/bsp/hi/pdfs/071011huw_writing_news_key_points.pdf