



# INTRODUCTION

What is an hourly news bulletin?

What are SYN's News Bulletin Guidelines?

How does SYN structure their News Bulletins?

Have a **listen** to Emma's News Bulletin

- Does it follow SYN's suggested News Bulletin structure?
- Does it follow SYN's News Bulletin guidelines?
- Do you think Emma was successful in presenting the news in a concise and informative way?

# FINDING NEWS

Where can you find news stories? List one positive and one negative for each source.



# WRITING FOR RADIO

Watch SYN's Creating a Radio News Bulletin Video

What are Eddie's tips for Finding the News?

Why should you keep it simple?

What is an 'active voice' and why do journalists use it? Give an example of an 'active voice' sentence

Why should you keep things in the present tense? Give an example of a sentence in the present tense

What is Eddie's Tip Number Four?

Give an example of a Cliché

What should you say at the beginning of your bulletin?

What should you say at the end of your bulletin?

List Eddie's Top Six Tips



How can you avoid ending up like Tim?



# WRITE YOUR OWN NEWS BULLETIN

Do your research and choose a story .Try to get a variety of perspectives. Read a newspaper that you don't normally read, or look at a news site from overseas. Have a look at online news sites and see what everyone else is covering today. Try these online news sites for starters:

Australia

[www.theage.com.au](http://www.theage.com.au)

[www.smh.com.au](http://www.smh.com.au)

[www.news.com.au](http://www.news.com.au)

[www.theaustralian.com.au](http://www.theaustralian.com.au)

[www.abc.net.au/news](http://www.abc.net.au/news)

[www.aap.com.au](http://www.aap.com.au)

Worldwide

[www.guardian.co.uk](http://www.guardian.co.uk)

[www.independent.co.uk](http://www.independent.co.uk)

[www.bbc.co.uk](http://www.bbc.co.uk)

[www.washingtonpost.com](http://www.washingtonpost.com)

[www.huffingtonpost.com](http://www.huffingtonpost.com)

[www.reuters.com](http://www.reuters.com)

It's super important that you don't use the same words that you read in the paper. Sometimes it's hard – there are only so many ways to phrase a particular fact. But you absolutely must use different words, otherwise you're plagiarising someone else's work.

Get your facts straight! If you're getting your information from more than one source, this should be easy. Pick the facts that everyone agrees on. Sometimes one source will make a big claim – it might be interesting, but a surprising fact needs to be confirmed by another source before you should report it. Resist the temptation to jump to conclusions. If you can't confirm a fact, don't include it. You need to be very careful that everything you say on-air is totally factually accurate. Don't forget to check basic facts – like statistics, dates and pronunciation of names. Don't rely on the work of other journalists on the main news sites, check the facts yourself. In the age of Google, it's not hard to do a little research.



**WHAT IS YOUR STORY ABOUT?** *You can choose any type of story you like, State, National, International, Sports, Entertainment, Arts etc.*

**WHERE DID YOU GET YOUR FACTS?** *List all sources, make sure you use a range of sources...at least 3*

**SENTENCE 1 – THE LEAD.** Give us the facts. What happened? Who was involved?

*Example: Melbourne Zoo is getting ready for the birth of a new baby elephant.*

**SENTENCES 2-4 – THE BODY** Expand on the facts and put them in context. What are the other relevant details? Why is it important? You can always rely on the five W's – who, what, when, where, why. When presenting the news, you must always take care to ensure you are not adding your own bias or opinion.

*Example: It'll be the second for Kulab, an 11 year old Asian elephant. This is only the second elephant calf to be born at Melbourne Zoo. It will be a half brother or sister for little Mali, who was born earlier this year.*

**LAST SENTENCE – THE CONCLUSION** Something short to wrap it up. Perhaps you could link back to an earlier story. Or you might suggest how the story will progress. You could highlight a contrary view, mention some disagreement or point of tension.

*Example: After her one-and-a-half year pregnancy, zoo-keepers say that Mum is healthy and well, and she'll be fine to deliver her baby in the next week.*

## Putting the finishing touches

You'll be reading your bulletin live, so lay out your page in a way that's easy to read, like this:

- Use – and ... to help your words flow
- Spell out UN-fam-ILL-i-ar words and names – this isn't a spelling test, you can write them any way that will help you say them right
- Use a big clear font, perhaps size 14 Arial or Times New Roman
- Break up your stories with a line of dashes  
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- Make sure that the pages don't break the
- flow of your bulletin
- Number your pages – don't be the dude who's pausing to shuffle paper on air