

## BRIEF FOR NEWS REPORTER TEAMS

**CALEDONIA TODAY** is Scotland's most popular daily news programme with approximately 400,000 viewers tuning in each lunchtime or evening to catch up on the nation's latest news. The programme's success comes from its balance of studio-based reporting and outside features.

As a member of one of *Caledonia Today's* news teams you have to think on your feet and work against the clock. Alongside your colleagues you spend your days 'out and about' collecting information, speaking to members of the public and filming short news reports. Once a report is prepared it's always a rush to get back to the studio so that the editorial team can add your clip into the next broadcast.

Today's lunchtime edition of *Caledonia Today* will focus on 'life at university' and will be recorded on location at The University of Edinburgh. Today's programme will be broadcast 'live' at mid-day. With the help of a student guide, your team has to explore the university and complete two tasks:

### TASK 1: **INFORMATION GATHERING**

The *Caledonia Today* editorial team have asked your team to provide them with some background information about Edinburgh University. For instance:

- *What are some of the different subjects can you study at the university?*
- *For how long can you borrow a book at the library?*
- *What would you find at the north-west corner of George Square Gardens?*
- *Where can students go for lunch or a break from their studies?*
- *What is special about the café at the bottom of David Hume Tower?*
- *Are there any shops on the university campus? What are they?*
- *What do you think takes place at McEwan hall in Bristo Square?*
- *What is the tallest building on campus and how many floors does it have?*
- *What are some of club nights that students attend?*
- *Can you find the names of any student societies at the university?*
- *Is there anything else about the university that caught your eye or you found interesting?*

You will pass this information to *Caledonia Today's* editorial team who will use it to 'set the scene' within the news programme'. To complete this task you will need to consult the campus map, explore the university, work closely with your student guide and record information in your notebook.

## TASK 2: **RECORDING A SHORT NEWS FEATURE**

The editorial team also want you to prepare and film a short news feature that can be included within the midday broadcast. The title of your report is: '**The role of the Students Association**'. You might want to include the following information within your report:

- 'What is the purpose of a Students Association?'
- 'Where is the Students Association located on campus?'
- 'Do they have more than one building?'
- 'Who runs the Students Association?'
- 'What types of things do the Students Association do?'
- 'Why do you think having a Students Association is a good idea?'

Once you have collected this information you should quickly draft a short script before a member of your team makes a short report to camera.

### *Some notes for **PREPARING** your news clip:*

- Plan what your presenter is going to say *before* you film the clip – this will save time
- The report should begin with an introduction (who you are, where you are, what you are doing)
- Avoid recording where it's very noisy or windy as this will affect your sound quality
- You should film your clip in a location that will avoid causing disruption to others
- You might wish to include an interview within your report if you think that will help to tell your story (although bear in mind that some people might not want to be interviewed)
- Only one clip will be included in the broadcast
- Your reporter should end the clip by handing back to the *Caledonia Today* studio.

### *Some additional notes for **FILMING** your clip:*

- Try having a 'test run' with the camera to check the sound and light
- The presenter needs to stand close to the camera and to speak clearly
- The microphone will pick up the sound of anyone close or near to the camera therefore everyone other than the presenter should be quiet during filming
- Try to keep the camera as still as possible when filming – moving it around will affect the quality of sound and vision
- If you make a mistake when filming the clip you can stop and then try again – your final clip will be included in the news broadcast
- Once you have started filming, leave a couple of seconds before the presenter starts speaking
- At the end of the clip the presenter should stay 'in character' for one or two seconds after the end of the clip – continue filming during this time