



Assessment

Training guide—News writing

Supervisor to tick box when complete.

Trainee name _____

Signed (supervisor) _____

Date _____

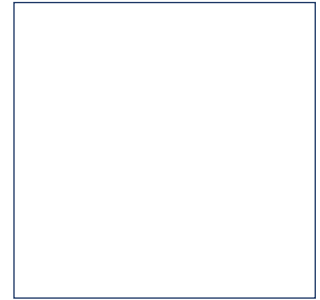
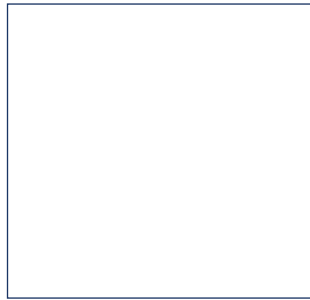
Briefly describe each of the three stories you have identified for each assessment.

Story 1

Story 2

Story 3

This sheet needs to be completed, signed off and sent to the JTO, with the three published stories. You need to keep a copy for your own records.



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Trainee name _____

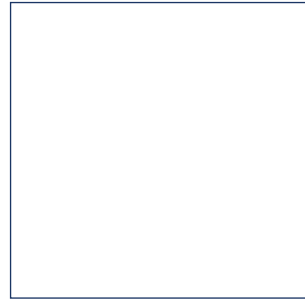
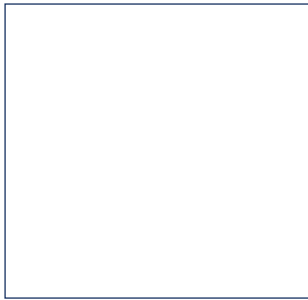
Signed (supervisor) _____

Date _____

Training guide

Supervisor checklist	Story 1	Story 2	Story 3
Identify three events for news stories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A brief is written for each story.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information is gathered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A story is written for each event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opinion and controversial facts are clearly identified and attributed where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphics are planned, sourced and assembled as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback is obtained and incorporated into the story.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All information related to the production of the story is stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entries are made in the workplace news diary to record possible follow up stories as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two stories inverted pyramid style.	<input type="checkbox"/>	<input type="checkbox"/>	
One story personality style.	<input type="checkbox"/>		
Stories written within deadline and prescribed length.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This sheet needs to be completed, signed off and sent to the JTO, with the three published stories. You need to keep a copy for your own records.



Supervisor judgements for training guide

Evidence	Judgement
Identify three events for news stories.	Three events identified which are suitable for news stories.
A brief is written for each story.	Who, why, what, where, when.
Information is gathered.	Information is accurate and appropriate.
Story is written for each event.	Written appropriately for the target market. Legal and ethical issues resolved. Story is clear and concise. Balanced fair and unbiased.
Opinion and controversial facts are clearly identified and attributed where appropriate.	All opinions and all controversial facts are identified. Standard attributions applied.
Graphics are planned, sourced and assembled as appropriate.	If graphics are required they are sourced and collected.
Feedback is obtained and incorporated into the story.	Verbal or written.
All information related to the production of the story is stored.	Stored appropriately.
Entries are made in the workplace news diary to record possible follow up stories as appropriate.	At least two entries identifying follow ups are seen.
Two stories inverted pyramid style.	Correct angle and logical sequence of paragraphs.
One story personality style.	Clarity of language and reader appeal.
Stories written within deadline and prescribed length.	Must be by deadline and of prescribed length.