**Article Planning Sheet – January Issue of *The Talon***

**Reporter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article Topic:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Article:** News Feature Sports Editorial Review Student View

**What will make a good headline for your article?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What do you plan to use for a photo or graphic to accompany your article? Do you need our Chief Photographer to take pictures for you? If so, tell when and where he should meet you.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you need to interview anyone for this article? YES NO**

**If NO, why not?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If YES, who is ideal?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sources:** (You should interview people **who are not part of the journalism class** and who are relevant to your article! It is lazy and irresponsible to not conduct good interviews for an assignment. **Remember people *ARE* the news**. Please interview a balanced number of males and females (as well as adults and students) to gain a fair representation of LHS opinions.)

**Research/Interview Questions:** Create a list of questions that you will ask (or answer through research) to prepare your article. These questions may simply be to find out background information you need. Some may be worded intentionally to get a response/quote that you need for your article.

|  |  |
| --- | --- |
| **Who to Ask?** | **Open-Ended Questions** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Each source | Is there anything more you can tell me about…? |

**Do you need to create any poll questions for this article? YES NO**

If so, create a list of those questions for Mrs. Clay to approve. (Absolutely vital for Student View articles!)

**Timeline of Assignments & Deadlines:**

**Task Due Date Point Value**

Completed Article Planning Sheet Wednesday, November 18th 10

Headline & Peer-Edited Draft Due: Wednesday, December 2nd 50

Progress Check with Editor Staff Wednesday, December 2nd  5

Afterschool Work Session Wednesday, December 9th (up to 10 bonus)

Photographs, Graphics, and Captions Tuesday, December 8th 10

Final Draft Uploaded on Edmodo Thursday, December 8th 50

Layout & Design Monday, December 14th  Journalism 2 & 3

Layout & Design Wednesday, December 16th  Journalism 2 & 3

Afterschool Work Session Wednesday, December 16th  (up to 10 bonus)

Layout & Design, Editing Friday, December 18th  Journalism 2 & 3

Afterschool Work Session Monday, December 21st (up to 10 bonus)

Afterschool Work Session Tuesday, December 22nd (up to 10 bonus)

* Articles should be 300-400 words unless you receive permission from Mrs. Clay.
* Type your article. Proofread it **yourself**. Ask at least 2 people to proofread it and give you feedback before submitting to the Editor Staff or Mrs. Clay. Make changes. (Any spelling, grammar, punctuation, or typographical errors willresult in loss of points.)
* On or before each due date, upload your work to Edmodo.
* As backup, turn in a printed copy of the rough and final drafts of your article.