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

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

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

**What type of article will this be?**

News Feature LHS Related Sports Student View Review Editorial Spotlight

**Why is Your Topic Newsworthy?**

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

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**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.**

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**Who do you need to interview anyone for this article?**

**Names of Students**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of Faculty**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 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.

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| **Who to Ask?** | **Open-Ended Questions** |
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| 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 the editors to approve.

Editor Staff Comments and Signature of Approval

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Important Notes:

* Articles should be 300-400 words unless you receive special permission from Mrs. Clay.
* All articles must have headlines, photos, and captions. Extra graphics are optional this time.
* Type your article using Calibri font – size 11.
* Proofread your article **yourself**. Ask at least 2 people to proofread it and give you feedback. Make changes. (Any spelling, grammar, punctuation, or typographical errors willresult in loss of points.)
* When you feel the article is PERFECT, upload it to Edmodo.
* As backup, turn in a printed copy of the final draft of your article.