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

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

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

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

**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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**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 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 Mrs. Clay to approve. (Absolutely vital for Student View articles!)

Timeline of assignments & Deadlines:

**Task Due Date Point Value**

Completed Article Planning Sheet Tuesday, September 29th 10

One on One Conference with Mrs. Clay Thursday, October 1st 5

Headline & Peer-Edited Draft Due: Monday, October 5th 50

Progress Check with Editor Staff Wednesday, October 7th  5

Afterschool Work Session Wednesday, October 7th (up to 5 bonus)

Final Draft Uploaded on Edmodo Friday, October 9th 100

Photographs, Graphics, and Captions Tuesday, October 13th 10

Layout & Design Tuesday, October 13th  Journalism 2 & 3

Afterschool Work Session Wednesday, October 14th  (up to 5 bonus)

Layout & Design, Editing Thursday, October 15th  Journalism 2 & 3

Afterschool Work Session Thursday, October 15th (up to 10 bonus)

* Articles should be 300-400 words unless you receive special permission from Mrs. Clay. Type your article. Proofread it **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.)
* On or before each due date, upload your work to Edmodo.
* As backup, turn in a printed copy of the final draft of your article AND a printed copy of any pictures, graphics, and captions.