

INTERVIEW ORGANIZER AND NEWS STORY TEMPLATE

Name: _____

Hour: _____

As you watch the interview, take notes below.

Name of the editor:	Daily tasks or work of an editor:
Education or background information:	Other Important facts from the interview:

After the interview, organize your notes into a news story.

Headline <i>Title</i>	
Byline <i>Writer's name</i>	
The Lead <i>Summary of the most important information— who, what, where, when, why, and how</i>	
Supporting Paragraph #1 <i>Secondary information that supports the lead</i>	
Supporting Paragraph #2 <i>Additional supporting information or details</i>	
Conclusion or Wrap Up <i>Sums up the story or makes a general statement</i>	