

BROADCAST NEWS

WRITING, REPORTING, AND PRODUCING

Fifth Edition

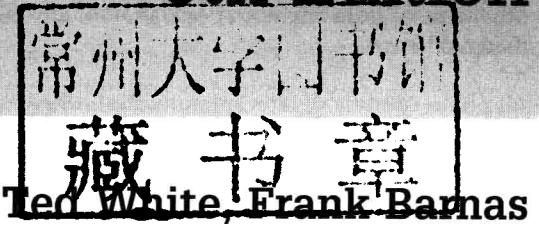


Ted White Frank Barnas

f
Focal Press

Broadcast News: Writing, Reporting, and Producing

5th Edition



AMSTERDAM • BOSTON • HEIDELBERG • LONDON
NEW YORK • OXFORD • PARIS • SAN DIEGO
SAN FRANCISCO • SINGAPORE • SYDNEY • TOKYO

Focal Press is an imprint of Elsevier



Focal Press is an imprint of Elsevier
30 Corporate Drive, Suite 400, Burlington, MA 01803, USA
The Boulevard, Langford Lane, Kidlington, Oxford, OX5 1GB, UK

2010 ELSEVIER Inc. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the publisher. Details on how to seek permission, further information about the Publisher's permissions policies, and our arrangements with organizations such as the Copyright Clearance Center and the Copyright Licensing Agency can be found at our website: www.elsevier.com/permissions. This book and the individual contributions contained in it are protected under copyright by the Publisher (other than as may be noted herein).

Notices

Knowledge and best practice in this field are constantly changing. As new research and experience broaden our understanding, changes in research methods, professional practices, or medical treatment may become necessary.

Practitioners and researchers must always rely on their own experience and knowledge in evaluating and using any information, methods, compounds, or experiments described herein. In using such information or methods they should be mindful of their own safety and the safety of others, including parties for whom they have a professional responsibility.

To the fullest extent of the law, neither the Publisher nor the authors, contributors, or editors, assume any liability for any injury and/or damage to persons or property as a matter of product liability, negligence, or otherwise, or from any use or operation of any methods, products, instructions, or ideas contained in the material herein.

All photo courtesy of iStockphoto unless otherwise specified.

Library of Congress Cataloging-in-Publication Data
Application submitted

British Library Cataloguing-in-Publication Data
A catalogue record for this book is available from the British Library.

ISBN: 978-0-240-81183-3

For information on all Focal Press publications
visit our website at www.elsevierdirect.com

10 11 5 4 3 2 1

Printed in the United States of America

Working together to grow
libraries in developing countries

www.elsevier.com | www.bookaid.org | www.sabre.org

ELSEVIER BOOK AID International Sabre Foundation

**Broadcast News:
Writing, Reporting, and Producing
5th Edition**

Acknowledgments

As this is the fifth edition of this text, it is important to recognize that this is a continuation of Ted White's previous four editions. Ted authored the first four editions on his own, while I was honored to update this text after his passing. It is my hope that the flavor of his original writings lives on through this edition.

My deep appreciation goes out to those who supported this work, including my colleagues and students at Valdosta State University. It is only through practicing broadcast journalism that we can better learn the craft and I thank VSU for allowing me that opportunity. I'm also indebted to VSU's John Gaston, Carl Cates, Mike Savoie, Walter Rollenhagen, and Janet Wade for their support.

A special thanks goes to those who allowed their images and words to be inserted into this edition, including Mike Linn of Black Crow Media, Mark Bauer and Kate Gelsthorpe of WSB-TV, the Freedom Forum, the Poynter Institute, and the Radio and Television News Directors Association (RTNDA). I am also indebted to the town of Wheatland, Missouri, which is referenced in writing examples throughout this text.

Further, I am grateful to those broadcast professionals and researchers who contributed to this text, including Mary Berger, Jim Boyer, Barbara Cochran, Morton Dean, Christine Devine, Diane Doctor, Bob Dotson, Bob Engleman, Marc Fisher, Karen Frankola, Pauline Frederick, Luke Funk, Jim Geisler, Lisa Goddard, Ed Godfrey, Lisa Greene, Marty Haag, Jeff Hoffman, Norman Karlin, Ted Kavanau, Bruce Kirk, Jane Kirtley, Michelle Kosinski, Charles Kuralt, Jack La Duke, Peter Landis, Craig Le May, Robert Logan, Robert McKeown, Judy Muller, Charles Osgood, Bob Papper, Chuck Peters, Jim Polk, Jeff Puffer, Rick Ragola, Carol Dearing Rommel, James Rosen, Michael Rosenblum, Elizabeth Semel, Barry Serafin, Bernard Shaw, Ben Silver, John Spain, Bill Small, Lesley Stahl, Steve Sweitzer, Lennie Tierney, Al Tompkins, and Cliff Williams.

A special acknowledgment is also due to Sherlyn Freeman, a former Fox News producer in New York who co-authored Chapter 18, *Convergence and the Media*.

Thanks to those journalism faculty members across the country who served as reviewers for this edition of the text, including Robert Ferraro of Purchase College, Robert Heinrich of Middle Tennessee State University, Elena Jarvis of Daytona Beach College, Tom McDonald of Fairfield University, Glenn Mosley of the University of Idaho, and Larry Stuelpnagel of Northwestern University.

Other professionals who had a significant impact on this book include the late Nick Cominos from the University of Texas, KOMU's Stacey Woelfel, and KETK's John Jenkins. The combined knowledge of these three men could easily fill several academic bookshelves. Special thanks also go to V. Damon Furnier, Eddie Jackson, and Hansi Kursch.

Of course, a great deal of gratitude is owed to Michele Cronin of Focal Press for her expert direction and motivation for this edition. Finally, I am indebted to Edison Church and Aloura Jayne for their tireless work as motivators and cheerleaders. This is for them.

Frank Barnas
Valdosta State University

Introduction

This fifth edition of *Broadcast News Writing, Reporting, and Producing* is structured to guide broadcast journalism students through every facet of their chosen field. Each chapter begins with *Key Words*, a list that notes the important terms and definitions that will appear in the following pages. The text of each chapter contains practical advice and tips from industry professionals about that chapter's subject matter. Finally, each chapter concludes with three segments: a *Summary*, which reviews the chapter's main points; a *Test Your Knowledge* section, which offers questions relevant to the chapter; and *Exercises*, which allows students to apply the chapter's themes with practical experience.

The text begins with an introductory chapter of *Ethical Considerations*, providing an overview of some of the challenges facing news reporters today. The book is then divided into the natural progression of how a newscast is assembled. Part 1, *Acquiring the News*, contains chapters that cover how to find the news, develop sources, and collect information from both real and virtual documents. The section concludes with a chapter on the different types of stories and assignments that broadcast journalists will encounter.

Part 2 concentrates on *Writing the News*, the most fundamental skill a reporter must possess. In addition to detailing the mechanics of newswriting, there is in-depth analysis on both the style of newswriting and how a broadcast journalist can write effective leads.

Part 3, *Reporting the News*, expands from writing into merging video and audio into a news report. Topics in this part of the book include fieldwork, interviewing, covering planned events, and live reporting. The section ends with an in-depth look at the different types of story formats that appear on a typical newscast.

The final part of this text, *Producing the News*, examines how to assemble the day's stories into a comprehensive newscast. Chapters deal with producing for both television and radio. For those who would like to deliver the news as reporters or anchors, a chapter on delivering the news provides on-air talent with professional advice on how to communicate with the audience

effectively. Chapters on Global/Network News and Convergence address how globalization and Internet technology are reshaping how news is delivered.

Although the text is designed to be used linearly, journalism instructors and students may use the chapters in whatever order works best for their individual programs. Finally, a sample syllabus and instructors' notes are available through the Focal Press textbook Web site.

Contents

ACKNOWLEDGMENTS.....	xv
INTRODUCTION	xvii
Part 1 Acquiring the News	
CHAPTER 1 Ethical Considerations.....	3
Introduction	3
Accuracy.....	3
Libel.....	4
Defenses.....	5
False Light	5
Boundaries	6
Hidden Cameras and Microphones.....	7
Ambush Interviews.....	7
Gratuities	8
Conflict of Interest	8
Reenactments and Staging	9
“Unnatural” Sound.....	10
Video Deception	10
Improper Editing	11
Jump Cuts.....	11
Inflating the News	13
Will the Real Reporter Please Stand Up?.....	13
Cameras in the Courtroom.....	14
The Fairness Doctrine.....	15
Invasion of Privacy	17
CHAPTER 2 Locating the News.....	21
Introduction	21
Spontaneous, Planned, and Enterprised Stories.....	22
Assignment Desk	23
Follow-Ups on Previous Newscasts	25
The Wires.....	27

Local Experts	29
Monitoring the Competition.....	30
Beat Checks, Cop Shops, and Police Scanners	31
News Releases and Futures Files	34
Info Calls	35
The Calendar	35
Internet Bookmarks.....	36
Production Meetings.....	37
CHAPTER 3	
Developing Stories	41
Introduction	41
Advancing the Story	41
Avoiding the Pack.....	42
Internet.....	43
Localization	43
Tips	45
Confidentiality	45
Accuracy of Sources.....	46
Gaining Confidence.....	46
Leaks	47
Trial Balloons	48
Authoritative or Informed Sources	48
Background Briefings.....	48
Keeping in Touch	49
CHAPTER 4	
Collecting Information from Real and Virtual Documents	51
Introduction	51
Open records	52
Public Records and “Sunshine Laws”	52
Filing an FOIA Request	54
The Privacy Act	55
Collecting governmental information	55
Government	55
Businesses and Individuals.....	56
Business Publications and Indexes	57
Trade Publications	57
Police Records.....	58
Court Records	58
Law Enforcement Databases	59
Birth and Death Records	60
Licenses.....	60
Land Records	61

Financial Records	61
Tax Records	62
Public Records	62
Additional real and virtual documents.....	63
Database Services	63
City Directories.....	63
Creating Contact Lists.....	64
 CHAPTER 5	
Beats, Spot News, and Reporting Assignments.....	69
Introduction	69
Beats.....	70
Business/consumer.....	72
Crime.....	74
Education.....	77
Entertainment/community	77
Environment.....	78
Health	80
Local government	82
Military.....	83
Science/technology	84
Sports	84
Weather	86
Spot News.....	87
Accidents.....	87
Crime.....	88
Demonstrations.....	89
Disasters	90
Fires	91
Rape	92
Riots	92
Tragedies.....	93
Guidelines for covering violent stories	93

Part 2 Writing the News

 CHAPTER 6	
Newswriting Mechanics.....	99
Introduction	99
Slugs	99
The Split Page	100
Avoiding Split Words and Sentences.....	100
Punctuation.....	101
Rewriting Wire Copy	101
Conversational Style	102

Reading Your Copy Aloud.....	102
Avoiding Information Overload	103
Looking Ahead	104
Timing Stories	105
CHAPTER 7	
Newswriting Style.....	107
Introduction	107
Descriptors and Identifiers	108
Names and titles.....	108
Middle names, initials, and maiden names	110
Foreign names	110
Ages	110
Marital status and children	111
Race.....	111
Numbers, Capital Numbers, Punctuation Marks, and Web Sites	112
Numbers	112
Capital numbers	113
Punctuation marks.....	113
Web sites.....	113
Language—Using the Best Words	114
Avoiding abbreviations.....	114
Contractions	114
Eliminating long words.....	115
Conjunctions	116
Prepositions.....	116
Pronouns	116
Adjectives and adverbs	117
Avoiding clichés	117
Good grammar and some exceptions.....	118
Language—Using the Best Phrasing	119
Active and passive voices	119
Modifying phrases.....	119
Avoiding relative clauses	119
Verbs	121
<i>Be ...ing</i> verbs.....	121
Present tense	122
Present perfect tense	122
Mixing tenses.....	122
<i>Says</i> and related verbs.....	123
Attribution, Quotes, Time, Transitions, and Locations.....	124
Attribution.....	124
Using quotes	124

Expressing time.....	125
Transitions.....	126
Locations	127
People, not persons	127
CHAPTER 8	
Writing Compelling Leads	131
Introduction	131
The Five Ws and H Rule	131
The "Right" Emotion	133
Types of Leads	133
Hard and soft leads	134
Quote leads	135
Shotgun leads	135
Delayed leads.....	136
Negative leads	136
Trivia leads.....	136
Question leads	137
Updating the Lead	137
Updating and reworking the lead.....	138
Constructing the rest of the story	139

Part 3 Reporting the News

CHAPTER 9	
Fieldwork	145
Introduction	145
Equipment.....	146
Videotapes.....	146
Batteries and AC power	147
Tripods.....	148
Video cameras.....	148
Video	150
Filters.....	150
White balancing.....	150
Mixed light	151
Focusing	152
Shooting techniques.....	152
Cover footage.....	153
Establishing shots	153
Sequences.....	154
Shooting enough footage.....	155
Time coding	155

Audio	155
Recording primary sound	156
Recording natural sound.....	156
Earphones.....	157
Establishing rapport with the videographer	158
One-man band	159
Quality suffers.....	159
CHAPTER 10 Interviewing.....	163
Introduction	163
Preparation.....	163
Warming up	164
Setting the Stage.....	165
Informational.....	165
Technical	165
Phrasing Questions Carefully	166
Avoiding Leading Questions	166
Listening Carefully.....	166
The Tough Questions	167
Keeping Control.....	169
Curbing Nods and Smiles.....	169
Identifying Sound Bytes	170
Checking Facts	170
Asking Enough Questions.....	171
Finishing the Interview	171
Returning to the Station	172
Special Considerations	172
Off the Record	173
Man-on-the-Street Interviews.....	173
The Phone Interview	174
An Interview Checklist.....	175
CHAPTER 11 Covering Planned Events	177
Introduction	177
Press Conferences.....	178
Covering the Press Conference	179
Interviewing Around the Press Conference.....	180
Finding Workable Video	181
Meetings	181
Political Campaigns	185
Grand Openings	188
Feature events	189

CHAPTER 12	Reporting Live	193
	Introduction	193
	Organizing Thoughts	194
	Ad-Libbing	197
	The Challenges of Electronic News Gathering.....	198
	Keeping Cool.....	200
	Memorizing and Delivering Live Reports.....	201
	Voiceovers from the Field	201
	Technical Challenges.....	202
CHAPTER 13	Voiceovers, Packages, and Story Formats.....	205
	Introduction	205
	Readers.....	206
	Combining Words and Pictures.....	207
	Voiceovers.....	208
	Scripting the Voiceover	209
	Incorporating Sound Bytes.....	210
	The Split Page	212
	Audio.....	212
	Video.....	213
	The Package	215
	Stand-ups and Reporter Involvement	218
	Posting Stories.....	220

Part 4 Producing the News

CHAPTER 14	Producing the Television Newscast.....	225
	Introduction	225
	Producers—Definitions and Skills.....	226
	Executive producer.....	227
	Line producer (show producer).....	227
	Associate producer.....	228
	Field producer.....	228
	Producers and writing skills.....	228
	Producers and enthusiasm	229
	Producers and energy	231
	The Logistics and Strategies of Producing.....	232
	Staff meetings	232
	The rundown.....	233
	Leads, clusters, and kickers	233
	Peaks and valleys	234
	Rhythm and flow	236

Ad-libs, bumps, teases, and tosses	236
Producing tips	238
Technical Aspects of Producing	238
Balancing the anchors	238
Still pictures	239
Live shots	239
Back timing	240
CHAPTER 15 Producing the Radio Newscast.....	245
Introduction	245
The State of Radio News	245
Your Audience	247
Organizing Material	248
Writing from the Back	249
The Lead Story	250
The Rest of the Newscast	251
Localizing the News	252
Story Length	252
Actualities	253
Studio Technology	254
Wraparounds	254
Lead-Ins	255
Teases	255
Headlines	256
Pad Copy	257
Back Timing	257
Convergence and Radio News	257
CHAPTER 16 Delivering the News	261
Introduction	261
Appearance	262
Credibility	262
One-Way Communication	264
Getting Help with Your Delivery	265
Dialects	266
Listening to Yourself	267
Correct Pronunciation	267
Pacing	270
Marking Copy	271
Characteristics of Successful Anchors	271
Cosmetics	272

CHAPTER 17	Network and Global News.....	279
	Introduction	279
	Networks and Affiliates.....	280
	Network News Structure.....	280
	News on Public Television.....	282
	Domestic Networks, Global Reach.....	283
	Online News Portals	283
	News Wire Services	284
	The Internet's Delivery of Global News	285
	Press Freedom	286
CHAPTER 18	Convergence and the Media.....	289
	Introduction	289
	Convergence Models	289
	Broadcast Journalism and Print Journalism.....	293
	Hyper Text Media Language (HTML), XHTML, and Cascading Style Sheets (CSS)	294
	Digital Video	294
	Digital Photography	295
	Digital Audio.....	296
	Podcasting.....	297
	Social Network Pages	297
	Blogs, E-Mails, and Mobile Devices	297
GLOSSARY	301
INDEX	313