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**The
Missouri
Group**

**News
Reporting
and
Writing**

Fifth Edition

**Brian S. Brooks
George Kennedy
Daryl R. Moen
Don Ranly**

FIFTH EDITION

THE MISSOURI GROUP

Brian S. Brooks

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Don Ranly

School of Journalism

University of Missouri at Columbia

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PREFACE

For the prospective journalists of the 21st century, the one constant is change. News-gathering is changing. News distribution is changing. News audiences are changing. News rooms are changing. Even definitions of news are changing. Those changes are reflected and demonstrated in this fifth edition of *News Reporting and Writing*.

Organization of the Text

We begin where the craft of journalism begins—with consideration of what news is, who audiences are and what principles guide journalists in their efforts to supply readers, listeners and viewers with the news they need and want. The first chapter sets the tone for the entire book. It is written in clear journalistic style. It links theory to practice. It is packed with real examples drawn from the best work of journalists who are thriving in the world of constant change.

Chapter 1 also introduces ethics—a topic that runs throughout *News Reporting and Writing*. As teachers and practitioners, we believe that the toughest and most important ethical issues can be understood only in the context of the realities of journalism. So we return repeatedly to those issues in preparation for the detailed discussion, which we think is the most useful available in any reporting textbook, in Chapter 22.

From news we move to news rooms. In Chapter 2 we show you how news rooms and the journalists who work in them are changing to adapt to a multimedia world. We compare structures and functions of newspaper and television news rooms. We introduce you to the state-of-the-art on-line journalism that is rapidly becoming both a tool for reporting and a medium for reaching computer-literate audiences.

Then, in Part Two, you get down to work. Through example, explanation and exercise, you will learn the fundamental skills of reporting and storytelling. You'll start with the classic inverted pyramid, as alive today in on-line communication as it was on the newspaper pages of 50 years ago. You'll learn the importance of good writing and how to improve your own writing. You'll learn and practice interviewing skills. You'll learn how to capture the words people speak and how to put those quotes to good use. And you'll learn how to go beyond interviewing to locate information in documentary sources on the printed page and the computer screen. As you become familiar with the Internet and learn how to search electronic databases, you will have an opportunity to apply modern technology to achieve the traditional aims of journalism.

Next, in Part Three, comes the application of the basic skills to the basic stories—obituaries, rewriting news releases, speeches and meetings, accidents and disasters, crime and court proceedings, even follows.

In Part Four, you move from the basics, just as many professional reporters do, to the coverage of major beats ranging from local government to business to sports. Building on what you have learned, in Part Five you explore alternatives to the inverted pyramid, applying the tools of social science to reporting and to the most demanding form of journalism: investigative reporting. You'll also learn how to prepare copy for delivery on radio and television newscasts.

The two chapters in Part Six provide detailed discussions of law and ethics. Throughout the skills chapters, you will have encountered practical problems involving both. These last two chapters are resources that may be consulted any time legal and ethical issues arise.

What's New?

First page to last, this edition of *News Reporting and Writing* has been revised and updated to reflect the freshest thinking and incorporate the most relevant examples to prepare you for the changes sweeping the practice and the content of journalism. In "On the Job" boxes featured in every chapter, you'll hear from real working journalists who are grappling with those changes. One change is the growing importance of numeracy (literacy in numbers). You'll find examples and exercises giving you practice in reporting on and writing about numbers throughout the book and in the *Workbook*. Finally, this edition's fresh new design, reflecting a newspaper or magazine layout, features notes and quotes in the margin to summarize and amplify the text.

Ancillaries

The *Instructor's Manual* and the *Workbook* have also been expanded and updated. Supplementing the activities at the end of the chapters in the text, the *Workbook* contains approximately one hundred new exercises. Challenge exercises in every chapter provide a chance to develop your journalistic skills at a higher level. Special attention is paid to practice in the use of numbers and statistics and in accessing information from electronic sources. Another new source in the fifth edition of the *Workbook* is a city directory. City directories, which provide addresses and occupations along with phone numbers, are basic tools that professional reporters use every day. Now you have one, too. To increase your comfort with computerized journalism even more, exercises are provided on disk as well as in the *Workbook*. Addi-

tional grammar and style software, *The St. Martin's Wire Service Hotline*, is also available to adopters of the text.

One more thing: We hope that *News Reporting and Writing* will give you a sense of the importance and excitement of journalism. Those qualities are what make the work worthwhile.

Acknowledgments

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We thank our students past and present whose work we've used to illustrate the principles of good journalism and from whom we've learned. And as always, we are grateful for the help of our spouses, who have been full partners in this project.

Brian S. Brooks
George Kennedy
Daryl R. Moen
Don Ranly



CHAPTER

1

THE NATURE OF NEWS

C O N T E N T S

Preface xix

PART ONE



**INTRODUCTION
TO THE NEWS**

1 The Nature of News 1

What News Is 2

Changing Audiences, Changing Journalism 4

The New Audiences 5

The New Journalism 7

ON THE JOB: More than Just the Printed Word 10

*Accuracy, Fairness and the Problem
of Objectivity 10*

Accuracy and Fairness 11

Objectivity 13

Suggested Readings 14

Exercises 14

2 News Rooms and the Changing Media 16

The Growth of Multimedia Organizations 19

Newspapers 22

ON THE JOB: Expecting the Unexpected 22

Newspaper Organization 23

Newspaper Job Prospects 27

Newspaper Production 27

Working in a Team 31

Working with the Editor 31

Information Graphics 32

Working with the Copy Editor 35

*ON THE JOB: Using News-Writing Skills in Corporate
Communications 36*

Magazines 36

Magazine Organization 37

Magazine Job Prospects 37

Magazine Production 38

Broadcasting 39

Broadcast Organization 39

ON THE JOB: Persistence Pays Off 40

Broadcast Job Prospects 40

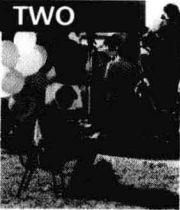
Broadcast News Production 40

New Media 41

New-Media Organization 41

New-Media Job Prospects 43

New-Media Production 43

Other Career Opportunities 44*Suggested Readings 45**Exercises 45***PART TWO*****BASIC SKILLS***

3 *The Inverted Pyramid 46****How to Write Leads 49******ON THE JOB: Thinking in the Inverted Pyramid 52***

Writing the Lead 52

Alternate Leads 56

*Immediate-Identification Leads 57**Delayed-Identification Leads 58**Summary Leads 60**Multiple-Element Leads 61**Leads with Flair 62****Story Organization 63***

One-Subject Stories 64

Multiple-Element Stories 67

Suggested Readings 69

Exercises 69

4 *The Importance of Good Writing* 72

***Good Writing Begins with Good Reporting* 75**

***ON THE JOB: Sharing the Experience
through Vivid Writing* 78**

***Elements of Good Writing* 80**

Precision 80

Avoiding Biased Language 80

Avoiding Carelessness in Word Choice 81

Achieving Precision in the Use of Numbers 82

***Math You Can Count On* 84**

Clarity 84

Keep It Simple 84

Use Correct Grammar and Punctuation 85

Be Coherent 86

Concreteness 90

Sensory Appeal 92

Figures of Speech 93

Suggested Readings 94

Exercises 95

5 *Interviewing* 96

***Preparing for the Interview* 98**

Consideration of Story Type 100

The News Story 100

***ON THE JOB: There's Always a Way to Get the Interview* 102**

The Profile 102

The Investigative Piece 103

Other Preparatory Considerations 105

***Phrasing Questions* 107**

Open-Ended Questions 108

Closed-Ended Questions 109

***Establishing a Rapport* 109**

Interview Approaches 110

***Masson vs. Malcolm: A Cautionary Tale* 111**

Other Practical Considerations 113

***Ensuring Accuracy* 114**

Observing 115

Understanding 115
Asking Follow-up Questions 116
Other Techniques 116

Interviewing Checklist 117

Suggested Readings 118

Exercises 119

6 *Quotes and Attribution 120*

What to Quote Directly 121

Unique Material 121
The Unique Expression 123
Important Quotes by Important People 124
 Accuracy 124
 Verification 125

Problems in Direct Quotations 126

Paraphrasing Quotes 126
Using Partial Quotes 127
Capturing Dialect or Accent 128
Mix-Matching Questions and Answers 130
Correcting Quotes 130

***ON THE JOB: The Present and Future Value
of Accurate Quotations 130***

Removing Redundancies 132
Deleting Obscenity, Profanity and Vulgarity 132
Avoiding Made-up Quotes 133
Practicing Prepublication Review 134

Attributing Direct and Indirect Quotes 135

When to Attribute 135
How to Attribute 136

Handling On- and Off-the-Record Information 139

Using a Source Who Does Not Wish to Be Named 140
Guidelines for Citing Sources 141

Suggested Readings 144

Exercises 144

7 *Sources and Searches 148*

Using Computers 149

Sources of Computer Information 150
 Your News Library: The Place to Start 150
 The Public Information Utilities 152

ON THE JOB: News Is Information 154*The Internet: Information Superhighway 154**The Commercial Database Services 155**Government Databases 157**Special-Interest Databases 158**CD-ROMs as a Source of Information 158**Self-Constructed Databases 159**How Computers Assist in Data Analysis 159***Traditional Sources of Information 162****Finding the Story 163***Suggested Readings 165**Exercises 165***PART THREE****BASIC STORIES****8 Obituaries 166****Basic Obituary Information and Style 168***Crafting a Lead 168**Building the Story Body 169**Choosing Your Words 171***Sources of Information 171***Mortuary Forms 173***ON THE JOB: Bringing Life to Obituaries 174***The Newspaper 174**The Newspaper Library 175**Interviewing Family and Friends 176***Newspaper Policy 178***Cause of Death 178**Embarrassing Information 179**Suggested Readings 180**Exercises 181*

9 News Releases 182

Types of News Releases 184

Announcements 184

Cause-Promoting Releases 185

Image-Building Releases 186

Handling the News Release 186

Rewriting the Announcement Release 187

Rewriting the Cause Release 189

ON THE JOB: Getting Reporters' Attention 190

Rewriting the Image-Building Release 190

Suggested Readings 195

Exercises 195

10 Speeches, News Conferences and Meetings 198

Preparation 200

Preparing for the Speech Story 200

Preparing for the News Conference Story 201

Preparing for the Meeting Story 202

Covering Speeches, News Conferences and Meetings 202

Getting the Content Correct 203

ON THE JOB: Departing from the Text 204

Describing the Participants 204

Covering the Event 205

Arriving, Positioning Yourself and Staying On 206

Structuring and Writing Your Story 207

Writing the Speech Story 208

Writing the News Conference Story 211

Writing the Meeting Story 212

Suggested Readings 214

Exercises 214

11 Accidents, Fires and Disasters 216

Covering the Scene 219

The Scene of an Accident 219

The Scene of a Fire 224

The Scene of a Disaster 226

Completing the Reporting 227

Sources to Check 227

Detail Important in Disaster Stories 228***ON THE JOB: Disasters Don't Just Disappear 232***

Reporting the Effects on People 232

Complete Coverage of an Accident 233

*Suggested Readings 236**Exercises 236****12 Crime and the Courts 238******Gathering and Writing Crime News 241***

Sources of Information 242

*Police and Police Reports 242****ON THE JOB: Lessons of the Police Beat 244****The Victim 244**Witnesses 245**Other Possible Sources 245*

Writing the Story 245

*The Chronologically Ordered Story 246**The Sidebar Story 248**The Inverted Pyramid Account 249*

Television and Crime 250

Court Organization and Procedure 251

Court Organization 252

Court Procedure 252

*Pretrial Proceedings in Criminal Cases 253**Initial Appearance 253**The Trial 257****Writing Court Stories 258***

Avoiding Libelous Statements 259

Continuing Coverage of the Prosecution 260

Taste and Responsibility 264

The Free Press-Fair Trial Controversy 264

Issues of Taste and Ethics 268

*Suggested Readings 270**Exercises 270****13 Follows 272******The Second-Cycle Story 273***

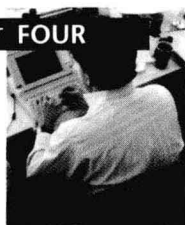
Supplying Previously Unavailable Information 274

Uncovering New Information	275
Supplying Details, Color and Background	275
Responding with Analysis, Possible Developments and Reactions	277
Gathering Local Reactions to a Non-Local Story	278
ON THE JOB: Follows Build a Following	280
The Developing Story	280
Following the Course of Events	281
Using Enterprise	282
Following and Affecting the Course of Events	284
The Update	287

Suggested Readings 289

Exercises 289

PART FOUR



BEAT REPORTING

14 Covering a Beat 292

Principles for Reporters on a Beat 294

Be Prepared 294

Reading for Background 294

Talking to Sources 295

Be Alert 297

Be Persistent 298

Insisting on a Responsive Answer 298

Following Up Slow Developments 300

Be There 300

ON THE JOB: Where the Action Is 300

Be Wary 302

Covering the Most Important Local Beats 303

Writing for Readers 304

ON THE JOB: Being Fair to Both Sources and Readers 306

City and County Government 306

The Schools 307
The Police Beat 310
The Courts 312
 Court Records 314
 Human Sources 314
Religion 315
Science, Medicine and the Environment 318
***Making Sense of Budgets* 320**

Suggested Readings 328

Exercises 328

15 Business and Consumer News 330

***Preparing to Cover Business News* 332**

***ON THE JOB: Translating Business into English* 334**

How to Report Business Stories 334

Where to Find Business News 337

Records and Reports 338

Human Sources 341

Announcements and Meetings 343

Reporter Enterprise 344

Looking at the Numbers 345

***A Business Mini-Glossary* 348**

***Consumer News* 349**

Where to Find Consumer News 349

Government Agencies 350

Consumer Groups 351

Private Businesses 352

How to Report Consumer Stories 352

Suggested Readings 354

Exercises 354

16 Sports 356

***Covering the Sports Beat* 357**

***ON THE JOB: Sports Reporting Is Beat Reporting* 358**

Being Prepared 358

Being Alert 359

Being Persistent 361

Being There and Developing Contacts 362

Being Wary and Digging for the Real Story 364

***Covering the Contests* 366**

***Writing about Sports* 369**

Suggested Readings 373

Exercises 373



SPECIALIZED TECHNIQUES

17 *Alternatives to the Inverted Pyramid* 374

The Techniques of Narration 375

Vivid Scenes 376

Dialogue 377

Foreshadowing 378

Anecdotes 379

How to Modify the Inverted Pyramid 380

The Focus Structure 382

Completing the Set-up 384

Add the Transition and Theme Paragraph 384

Add Foreshadowing 385

Add the So-What 385

Add the To-Be-Sure 386

ON THE JOB: Photographer, Detective, Psychologist, Journalist 386

Writing the Body 387

Writing the Ending 388

Putting It Together 389

Suggested Readings 391

Exercises 391

18 *Social Science Reporting* 392

Participant Observation 393

ON THE JOB: Browsing the Data 394

Systematic Study of Records 394

Field Experiments 395

Lies, Damned Lies and Statistics 396