

Huw Edwards video – broadcasting news: transcript

Hello, here we are in a studio in BBC Television Centre and this is where the final stage of news making happens: Broadcasting.

Now you've compiled your reports it's time for you to share them with everyone too. This means publishing your finished stories on your school website

Once you've done that we can link to them from the School Report website. Here at the BBC we arrange our television and radio reports into bulletins and you can do the same.

To do this you must put your news stories in an order that will appeal to your audience. The reports are listed in what we call a running order with a top story at the start and a lighter or even funny story at the end.

Once you've made these big decisions it's time to share or broadcast your news.

Have a final check that all your cues are in order, with correct spellings and punctuation. Remember, good grammar isn't a luxury it's essential.

When you've done all this you can write the headlines.

It's my favourite job because good headlines will grab the audience. Keep them short and snappy, they should tease people and make them want to find out more.

At the BBC we broadcast our bulletins live from a studio like this to millions of viewers. You can share your news live by reading it or playing video reports in front of your class, or the whole school.

You might be able to stream it live on your school website.

And have a think about sharing your reports.

Can you get even more people to see them by emailing links to friends, family or to other schools? What about promoting your news bulletin by putting up posters?

If you've written text-based online reports the idea is to arrange them in a way that makes the most important or interesting story stand out the most.

Check out the BBC News website for inspiration and see where top story sits on the page.

You'll also need to be in touch with whoever looks after your school website to make sure you know how to publish your stories.

Remember the BBC Values; check everything you're broadcasting is truthful, accurate, fair and balanced, and that you're not putting anyone in danger.

To protect people under the age of 18, only use their first names in your reports. Making the news is a challenge, but it's also good fun - so I hope you enjoy it!