Hello. Once a journalist has gathered all the ingredients they need to produce their report it’s time to start writing.

If you’re writing for television or radio, your words are going to be read out loud and you’ll need to write a script which might include audio or video clips.

If you’re writing a text-based online story think about how the words and photos will appear on the screen.

But, before you start writing anything, ask yourself what's the main point of the story?

If you’re not sure, tell the story to a friend, what’s the first thing you say to them?

This will become the beginning of your report.

The middle of your report contains the best of your interviews.

So review your material, which are the best answers? Which is the most interesting opinion? Which quotation would balance it?

And you will also need to plan an ending to your report. Think what final thought you want to leave your audience with.

So you already know about the 5 Ws of news-gathering, there are also 3Cs of news-writing:

Be CLEAR, CONCISE and CORRECT

Clear: Write as if you were telling the story to one person.

Use simple language that everyone will understand.

And never use a long word where a short one will do.

Concise: Which means short.

Make your report too long and your audience will switch off.

So stick to the key facts rather than overloading the story with information.

Correct: Be sure to get your facts right.

And get your grammar and punctuation right.

It’s also about being truthful.

You can’t just copy things word for word, you have to be honest and spell out where the information came from.

Truth and accuracy are two of the BBC News values.

Check out our master classes for more help.

Good luck with your news reports.