Finding news masterclass with Karlene Pinnock, BBC Radio 5 live journalist: key points

News sources:

- Good journalists keep their eyes and ears open all the time. Possible stories are all around you.
- Read the newspapers regularly. Local and national papers can be a good source of stories or inspiration.
- News programmes receive many press releases from organisations who want to highlight something they're doing or a cause they're backing. Many groups put them up on their website too, so you can check those. It's important to sift out the real stories from those that are just plugging a product.
- Check online. It's a good idea to keep up to date with what news organisations are putting up on their websites. It means you'll be well informed when it comes to the latest news.
- The BBC receives texts, emails and phone calls from their audiences. It can be very useful to know what people think about a story you're working on. Can you ask your teachers or friends for their comments?

Web research:

- Use quotation marks around names eg "David Beckham". This will help narrow down your search results.
- Bookmark your most interesting and relevant results so you can find them again easily. This option (sometimes called 'favourites') is usually in the top left hand corner of your web browser.
- Do an advanced search or search for news within the last month. This will help to uncover any recent stories involving the subject.

Important things to remember when finding news:

- Don't assume everything you're told or read is true.
- Use sources you trust and check at least two different sources. (If two people tell you the same story, it's more likely to be true and you can compare what they have said to see how accurate they are.)
- Truth and accuracy are two of the BBC's news values, as a School Reporter it's your job to make sure everything you say is correct.