

Event reporting masterclass with BBC presenter Sophie Raworth: key points

- Immerse yourself in the detail – the facts, the figures, the key individuals involved. You need to know all this information inside-out so it comes naturally when you are reporting on the event. It's better to have too much to say than not enough!
- Try to find something that you are passionate about and interested in and think about how you could get to go to it. Who could you speak to arrange it?
- Make sure you check out the location beforehand, if possible. Or get there early on the day so you can work out a good place to report from, where you can see what's going on.
- Be careful and don't stand in the middle of a big crowd. People tend to get excited by cameras and recording equipment, so don't put yourself in vulnerable positions.
- Be as descriptive as possible with your language. Imagine your mum sat at home and trying to explain the event to her in as much detail as possible.