

Presenting masterclass with Sam Naz, 60seconds newsreader: key points

Reading and speaking:

- Read through everything you have to say out loud before you get in front of the camera or microphone. Do this several times.
- Make sure you're happy you can read and pronounce all the words. Ask your teacher to help you if you're not.
- Rehearse before broadcasting. Practise until you get it right.
- Use your normal speaking voice, but speak slowly and clearly.
- Smile, it makes your voice sound friendly and looks better on camera.
- Pause between each news story so that it's clear where one ends and another begins.

Mistakes:

- If you stumble, don't worry. If it's a small stumble, just carry on. If it's a bad one, apologise and then carry on.
- If something goes wrong with the reports just apologise and move on to the next story. Viewers and listeners will understand. Just do it as smoothly as possible and don't panic.

Technical:

- Make sure you're framed correctly in the camera. Your eyes should be two thirds of the way up the screen.
- For radio make sure you're not too close to the microphone - a hand span away from your chin is about right.
- Make sure your technical team have tested all the equipment. Check that all microphones and cameras work.

Nerves:

- Take a deep breath and relax your shoulders.
- Pretend you're reading the news to one of your friends.