



BBC News School Report WW1 Assignment and Production Guide

If you are is visiting World War One battlefields why not share the experience with other students, staff and maybe even your local community, by producing a report about the trip?

This resource includes an example and template 'Assignment Sheet' to use to help gather information when on location, and some simple journalistic tips for producing a written report.





EXAMPLE BBC NEWS ASSIGNMENT SHEET

Use the attached assignment sheets to gather information for your own battlefield report. Use one per day or one for the different locations you visit.

BBC NEWS SCHOOL REPORT Make the news in your school

Assignment: WW1 Battlefields tour

Name: Robert Hall, BBC News Correspondent

Equipment	Checklist
Recording device [i.e. phone]	✓
Stills Camera	✓
Spare charger/batteries	
Location details	Details
Date	19 March
Location	
Contributors	Content
Interviewees	
Name	Charlotte, 14
Consent	Her great-
Credentials	great uncle lies in a cemetery and a century on she can mark
Notes	his sacrifice on behalf of his family.
	'It was a bit emotional but I just wanted to say a little prayer in my head and I think it's really important because you feel a connection to the people that are here.'
	Full audio on iPhone file aud.1243.mpg
Visuals – Picture number	Caption
1. Cemetery.jpg camera	Charlotte lays flowers on her relative's grave
2. Ypres.jpg phone	
3.	
4.	
5.	
Headlines	Top line from today
New initiative for young people to visit the WW1 battlefields	This is the first visit of the new three day battlefields tour. Lots of students from different schools accompanied by teachers and tour guides. speaking to serving soldier. It was a moving experience – emotional to see so many gravestones
	This is the key piece of information you want to get across to your audience in your report.
Summary / Notes	
Over the next four years young people are being given the opportunity to visit the WW1 battlefields in Belgium [When back at school remember to check exact number of pupils - details on press release]. The aim is for every student to better understand the story of a global conflict and how it involved real people who they can connect with still today and to share their experiences and their knowledge back home bringing history alive for their classmates and families. Sum up the story with a paragraph so you can get the facts across in your report	

Equipment

always take a pen and notepad as a back-up

These are people you're going to speak to for information to include in your report

Contributors

Don't forget, first names only for people under 18

Consent

Credentials

Have they given permission for the photo to be used?

How is their expertise relevant?

Cemetery.jpg camera

Where is the photo saved so you can use it later?

What is the file name of the photo

Sum up the day with a few words to help you remember

This is the key piece of information you want to get across to your audience in your report.

Sum up the story with a paragraph so you can get the facts across in your report

SAMPLE STRUCTURE FOR WRITTEN REPORT

Headline: WW1 Battlefield Trip Captured by School Reporters



[Don't forget to give your photo a caption]

Top line: Your report's headline is key to grabbing your audience but keep them reading by writing a punchy opening paragraph including the 'top line' of the story. The top line goes under your headline and needs to encapsulate the most important and interesting parts of the story.

Body: The next four paragraphs need to tell the story in a clear, concise and correct way. You need to answer all the W's here. Where have you been? Who have you been with? What have you been doing? Why – what makes this so important? And When did you do it?

Truth and accuracy are two of the BBC's key values so double check your facts and spellings. Get someone else, a 'sub-editor', to double check your work to make sure it makes sense.

Setting the scene

How do you get the feeling of where you are reporting it to others?
Can you put yourself in a soldier's shoes? Can you see over the trenches?
Are you tall enough to be a WW1 soldier? Describe what you see.

'Tease the audience'

Think about a good sub-heading or quote which breaks up your news story and keeps your audience reading it. Whatever you refer to in your quote or sub-heading should be explained further down in your story.

Research

Refer back to your booklet and / or some of the background information you have gathered which will help set the scene. Speak to the tour guides to help fill in any gaps whilst you are on your trip. They will be a mine of information, what can they tell you which can add colour to your piece? Get some quotes and facts to include in the body of your report.

Conclusion: Round-up your report with a powerful, poignant and thoughtful paragraph.

*How do you get your report linked to by the BBC? Want some more top tips on reporting?
Get your school to sign up to bbc.co.uk/schoolreport*



You can use lots of photos to illustrate your story - give them captions to help explain and expand your report





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Contributors Name: Consent: Credentials: Notes:	Content
Visuals – Picture number 1. 2. 3. 4. 5.	Caption
Headlines	Top line from today
Summary / Notes	



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