Beat Report Checklist

Mr. Streisel • HiLite • Newspaper 1

Name _____

Formatting:
- A headline in boldface, with a subject, verb and object that summarize the main content, is submitted as part of the beat. **3 pts.**

- The author's name as a shirt-tail appears at the end of the beat one space after the period in this form:
      By First Name Last Name
      Example: By John Smith **3 pts.**

News Value/Angle:
- The focus of the beat is to preview upcoming events rather than covering old news. There is some sort of timely angle to the beat. **10 pts.**

- The beat leaves no unanswered reader questions and is long enough to provide details of the news; it is obvious the reporter has "thought like a reader," anticipating questions the reader would have and having sources answer those questions. **5 pts.**

Reader Interest:
- The story puts a "face" on the news and shows how it will impact students. Effectively answers the questions "How will this affect me?" and "Why is this important?" **5 pts.**

Sources:
- The beat has attribution, with at least two sources credited and obvious to the reader (one of whom is an "expert" to lend credibility). **5 pts.**

- All names and references to those names (title, spelling) are accurate. **4 pts.**

- If plausible, reporter has avoided using sources in his same grade. **5 pts.**

Style:
- The entire beat is written in proper style (no more than two errors) and follows all of the style manual rules. **5 pts.**

- The beat follows all spelling and grammar rules (including passive voice and agreement). **5 pts.**

Other required elements (can only lose points here):
- Photo and cutline: Well-composed, in-focus, cutline follows style guidelines **(-5 pts.)**
- Hyperlink: Included, links to relevant content **(-3 pts.)**
- Spacing: Double-spaced, indents using "tab" key **(-2 pts.)**
- Email req's: Subject line, in-line text, attachments included **(-5 pts.)**

Total **/50**