

Write and Produce a Feature

You are to produce a Sports or Public Affairs Feature.

Time	Features must be 3-4 minutes in length including the host's introduction that should be 20 seconds.
Topic	You are to write and produce either a sports or public affairs feature on a topic that relates to your school community.
Actuality	You select persons to interview who are reliable and informed. Choose your actualities to inform, entertain, set a scene or add substance.
Copy	Data, statistics and factually correct information are presented in an engaging manner. Keep all requirements of the feature in mind. You write, record and organize the parts into a package that is not to total more than four minutes.

Guidelines for the End-of-Term Project

Topic	You are informing your school community without taking a stand.
Actuality	You have selected three (or more) reliable, informed sources.
Content	The subject is relevant to listeners. Facts and data ground the feature but do not distract from the human interest appeal. The presentation may be straightforward or artistic; the content has substance. The narrator summarizes information, assists with the flow of the piece and sets up actualities without repeating information. Reportorial, descriptive, explanatory and narrative modes are used to enhance communication with listeners.
Editing	All the recorded components — intro, actualities, narrative, and outro — transition smoothly. Sound is at an appropriate level. You effectively covered the topic in a complete and focused way given the time constraints.
Project	Burn the feature to a CD. You are also to produce a podcast of your feature.

Feature Overview

Features require research.

Features contain data, statistics and factually correct information presented in an engaging manner to make the central subject relevant. Use the resources and techniques that you were introduced to in “Research Methods and Resources” as you conduct research.

Features require analysis.

As the research stage progresses, you need to analyze what you have read as background and the information garnered from people you have talked with or pre-interviewed. Questions that you should ask yourself and be able to discuss include:

- What is my topic?
- Why is this subject relevant to my listeners?
- What is the focus I will take?
- How will my feature elaborate on my topic and what elements should it contain?
- Who else should I interview and what scenes do I need?
- What facts and grounding news information will be included in my feature? Which are the most significant facts that I have discovered?
- Does this topic deserve a two- or three-part series rather than one feature?

Features require human interest.

What component, actuality or narrative, adds human interest to the feature?

Features vary in style of presentation

Some features follow a rather formulaic structure, others are audio diaries; some weave sound like *vox pops*, others feel more conversational. Some profile an individual through interviews, others capture a place through description and ambience. Some are linked to the news, others seem to have no link at all.

What all features have in common is a way of taking listeners to a place or introducing them to a person, whatever the broadcasting style, so that they are left with a better understanding of a person, a place, an issue or the news.

Document your work.

Research and the selection of reliable sources are essential to adding depth, significance and perspective to a feature. Prepare an annotated bibliography of sources, including interviews.