For class on **Tuesday, March 23** be prepared to give a live report on camera that is between 1:00 (one minute) and 1:15. Your report will be timed, so make sure it is well rehearsed and that the length falls within these parameters. Live reports will be shot outside the Addlestone Library’s Special Collections on the third floor. We will meet there so don’t go to the classroom.

You also need to prepare an anchor lead script. I must have the anchor lead in order to introduce your live report. Make sure it is in the proper split-page format. (see posted example of live shot anchor lead script).

You are a reporter for the College of Charleston TV station which is doing a series of reports about the five year anniversary of the opening of the Marlene and Nathan Addlestone Library in 2005. Today’s report has the following theme: What’s so special about Special Collections? Be sure to look at the website about Special Collections at [http://spinner.cofc.edu/~speccoll/Main.html?referrer=webcluster](http://spinner.cofc.edu/~speccoll/Main.html?referrer=webcluster)

On Tuesday, March 18 we will meet with the Marie Ferrara, the head of Special Collections. So we will meet Tuesday on the third floor of the library at 3:05. She will give us a tour and answer your questions. So be sure to think of some good ones!

Your report must have at least two quotes from Marie Ferrara whether direct quotes or paraphrases. So be sure to take notes and get some full quotes from her. Bring an audio recorder if you would like.

Be sure to sign off at the end of your report: “Reporting live from Special Collections at the Addlestone Library, I’m (your name). Now back to the studio.” And once you sign off, continue to look into the camera lens until you are given the “clear” sign.

Use “talking points” or bullet points of information rather than having your report written out word-for-word. You must not be overly reliant on your notes to the extent that you do not have good eye contact with the camera. Avoid trying to memorize your entire report. This may not sound natural and if you slip up it might be hard to recover.

Your grade for this report will be based on accuracy, substance, completeness, length, anchor lead script and the quality of delivery.

Review the posted live reporting material on the class website along with Chapter 12 in your book, “Presentation and Voice.” Take special note of pages 360-4 on live broadcasting.

There are no retakes or make ups. Just like on television, you have just one chance—so be prepared! If you stumble, it’s OK, just keep going. Whatever you do, don’t ask to start over. Dress appropriately and practice, practice, practice so that you are comfortable and confident with what you are going to say!

Finally, be sure to bring your own mini-DVD tape for your live shot. You’ll need these live reports and newscasts for your end-of-semester audition/resume tape.

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