TV News  
Live Report #1 Assignment

Fall 2009

For class on **Thursday, October 22** 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 on The Cistern Yard. 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.

You are a reporter for the College of Charleston TV station and you are doing a live report to talk about the renovations going on at Randolph Hall, the College’s signature building. We will see Randolph Hall behind you during the report.

The information conveyed in your report will be based, in part, on comments from Monica Scott, who is the college’s vice president for facilities planning. On Tuesday, Oct. 20 at 3:15 on The Cistern Yard, Scott will brief us and answer questions about Randolph Hall’s renovations as well as other campus buildings (such as the new School of the Arts and Science buildings)

Your report must have at least two quotes from Monica Scott whether direct quotes or paraphrases. You are also encouraged to conduct additional research about additional building and renovations projects at the college.

Be sure to sign off at the end of your report: “Reporting live from The Cistern Yard, 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 broadcasting live.

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!