For class on **Thursday, April 1** 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. So be prepared for possible windy conditions—you don’t want your hair blowing in your face!**

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).

This report is about The Cistern Yard renovations going on at Randolph Hall, Towell Library and Porter’s Lodge, as well as grounds itself. Update viewers on the progress of the renovations, what they entail and whether it will all be finished by commencement in May.

On Tuesday, March 30 we will meet with the Monica Scott, the College’s vice president for facilities planning and Ben Miehe, the college’s project manager.

Your report must have at least two quotes from Scott and/or Miehe 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 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 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.

###