

How to write basic newspaper forms

prepared by **Stojanka Lesički**, translated by **Martina Sokač**

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NEWS

is the shortest journalistic form, which in basic lines, presents an event or facts of interest for a wider circle of people.

Characteristics of news:

- Actuality (must speak about something new yet unknown)
- Importance (because of small, irrelevant events a wide readership should not be informed)
- Interestingness (it is important to consider the categories of audiences: for local or school newspapers, some local events can be interesting that the readership of a large daily newspaper is not interested in any)
- Shortness (not only stylistically, but also content-wise; the news must not be overcrowded with details)
- Clarity (since its purpose is to quickly inform a very wide circle of people, it must also be clear in style and structure; the news does not tolerate other, locked sentences, too many professional terminologies, foreign words, artistic expression, literariness)
- Accuracy (the news must be truthful, we do not write it out of the blue but based on researched data, deprived of any comments that can raise suspicion in the objectivity of reporting to the reader, so it is normal that the news does not have an introduction or conclusion)

Every good news must correspond to 6 classic journalistic questions: Who? What? Where? When? Why? How?

More important news usually consists of two parts, from the head and the body of the news.

In the head of news, mostly printed in bold letters, the most important information is given – the event. The good head is clear, concise, and simple. It says: Read me! I have to tell you something important, interesting, unusual, and provocative.

In the body of the news, we put other information about the event by relevance, so we call that structure of the news the inverted pyramid.

What is hard and soft news?

HARD NEWS - refers to an event such as a plane crash, an extraordinary government session for the resignation of the prime minister, a murder, a mail robbery in which large money and similar were stolen. The claims are mainly news dealing with the event that occurred during the news cycle, i.e. within 24 hours of the newspaper being printed.

SOFT NEWS -they do not report on the event, but on what people would like to know. (E.g. it is necessary to pass a certain amount of time before you can write an article on cancer drug research or the increase in the number of cocaine-seekers among young people, and a portrait of the popular rock star). Such stories go into the category of soft news or thematic views.

REPORT

The newspaper report is news with more details. The journalist often exposes himself to the danger of being too extensive, and here the art of shortening becomes precious. The journalist can also report on the important speech held at various meetings. He can include it the report entirely, but can also shorten it in various ways: retelling the whole speech, retelling parts in conjunction with quotations, etc.

INTERVIEW

An interview must contain the introduction and the text of the conversation. In the introduction, there should be stated with whom you were talking with and the reason for the interview. (e.g. the student has returned from the international competition and we wanted to find out... A teacher has won the lifework prize and...)

Journalistic questions must be clear and short. While writing the interview you don't have to strictly follow the course of the conversation, but you should try to connect topics in complementary order.

The questions should not contain our remarks that are not connected to the question. E.g. if we have started the conversation with the interlocutor with "Good afternoon" or "We are participants of the project...", that doesn't have to be written in the interview and you should only write the question. Also, you don't have to write everything that was said during the interview, write things that are relevant and connected to the asked questions.

While writing the interview you should also be careful with the construction of the sentences because written language is different than spoken language.

We should ask the person who was interviewed if he/she wants to read the interview before publishing to check if everything is correctly understood and written.

Conversation with a source is a newspaper form that is best used for examining reactions and interpretations, not for gathering facts. A good journalist investigates and collects facts before an interview.

An interview is an important method that examines what some people know or think about something.

A good interview cannot be done without thorough preparation. The basic is that you should always look for the primary source. If you're interested in redecorating the school, ask the headmaster, not the teacher or the secretary. Always ask a person who is qualified as a source of information, and when you start asking questions, take care of the following basic rules of interviewing:

1. Prepare yourself (always inform yourself of all the information before you start asking questions).
2. Prepare your questions. Don't expect the collocutor to say what you're interested in without an incentive. You have to ask questions, and it is very annoying if you do not know what to ask.
3. Whenever possible, arrange a time for an interview. You can't expect an employee to leave his job to talk to you, just because you broke into the office without notice. And when you make an appointment, don't be late.
4. Dress appropriately. The general rule is to dress the way you're being interviewed. The style of the dress affects the mood of the speaker and the success of the interview. If according to the speaker's understanding, you are improperly dressed, you will cause resistance, discomfort, and therefore bad answers (e.g. you will not interview a pastor in a top tank)
5. Look into the eyes of the collocutor. You're never so busy taking notes that you don't have time to look collocutor in the eye. Some people get upset when they only see your forehead and fingers scribbling in the notebook. Use abbreviations, remember some information, and write some after the interview, make sure to record and, if possible, keep the recordings because it is known that people who have said something later deny it, so the recording servers you as evidence.
6. Do not ask negative questions: "Still no news, right?" Why make it easier for the speaker to say, No.
7. Leave the door open for the next conversation. Perhaps, despite your good preparations, you have forgotten something. Or you need to check something

else. Announce the possibility of a new meeting or a phone call, so it's always good to ask after the phone conversation the person you spoke to.

8. Equip yourself with: a pencil, notebook, dictaphone, and pinch of common sense. Don't take for granted everything you've been told.

9. Check the facts. Be sure of the accuracy of the names, functions, dates, and any other data. Always double-check. The only stupid question is the one you haven't asked. If you have not heard correctly, kindly ask the collocutor to repeat to write it down correctly. Thus, even the most talented journalist must prepare for an interview, but there are some things one should not ask the collocutor: name, surname, workplace, and title. A journalist who starts a conversation like that, clearly shows he's not prepared and doesn't know what to talk about.

What is the journalist required to do before the interview?

1. introduce yourself before requesting a conversation
2. announce the purpose of the conversation
3. tell the inexperienced collocutors clearly that what has been said will be published in the media.
4. announce how long the conversation will take
5. let the interview be as short as possible
6. ask short, specific questions for which the collocutor is an expert
7. leave enough time for a collocutor to reply
8. ask collocutor to clarify complex or unclear answers
9. read the question again if you have been asked or if you are unsure whether a collocutor has understood it
10. insist on answers, especially if you believe the public has the right to know
11. do not teach, argue or argue with a speaker
12. reject the application for anonymity. Make sure you agree to publish the interview in the form of an interview or a statement.

REPORTAGE

The reportage is often regarded as a borderline form, as some hybrid journalism and literature. However, it is primarily a journalistic form because, with all its literary qualities, it has one pronounced journalistic characteristic: actuality. Regardless of which definition of the reportage we accept, in each, we will find two necessary elements: actuality and personal touch.

What could be the topic of a reportage? Everything, every real event. For example, your trip with class. So, as students for the school newspaper, you can write stories from school life and people from your region. Sometimes even before going out in the field, you should collect information (e.g. read the basic information about Plitvice to know on what fact you should pay attention, what would be good to photograph...)

However, to write a good story, the reporter must have many authentic pieces of information while it is not allowed to throw around with numbers and indicators in the reportage.

What are the characteristics of the reportage?

We write to entertain readers

Journalist lets the interlocutor's actions and comments carry out the story

Usually, we start with a delayed head, containing an event or anecdote that introduces the story

The body of the story contains other events and numerous quotes

The conclusion sums up the story or leads to the climax

According to the form, reportage can be informative and narrative.

Informational reportage takes the reader where the ordinary man doesn't usually go. These may be world crisis focus, so a journalist, for example, took us to "Jerusalem, a city accustomed to the people bombs". The story is filled with dramatics, the horror of war, but the author finds our countrymen and this link brings us closer to the subject. But journalists don't have to travel that far to

find a good topic for the story. It is enough to get away from your town with a good nose and a thorough preparation to write an interesting story. The human story has become an important ingredient in all media. People in the forefront, people of unusual fates, happy people, people who suffer, people who love, victims, people who are struggling in modern life: they are all characters of numerous reportages published by newspapers, radio, and television.

An itinerary is a form of journalistic expression very close to the reportage, especially in the structure and style of writing, and thematic is limited to descriptions of regions and journeys. It's a very interesting journalistic form, especially when it describes poorly known areas.

ARTICLE

There are multiple types of newspaper article and the most common are editorial, comment and a problem article. These types of articles are intertwined and are not always easy to draw the line between the editorial and the comment or comment and the problem article. The difference is primarily in irrelevant elements: the introductory article is on the first page of the newspaper, at the opening point. A comment is an article that discusses some news. The author of the comment starts from the news about some political, cultural or important event to explain it to his readers, interpreting the causes, background, circumstances, predicting new events as a consequence of this, etc.

Problem article solves one topical problem - looking at it from different sides, illuminating it from many aspects.

Therefore, in all 3 forms of the article, the event will serve as an introduction, and most of the article will consist of the author's analysis of events, commenting, presentation of attitudes and suggestions.

The article has the following basic elements:

1. Introduction - sharing an event that reveals the problem
2. Exposure - analysis of the cause of the problem
3. Conclusion - the solution to the problem

Before we start writing an article it is important to know:

WHAT do we want to convey with the article?

WHY would anyone read that?

WHO's hurt and WHO's involved?

WHEN did I collect enough information?

WHERE should I start writing from?

HOW DO I expose the subject?

The length of the article is not set. The best solution is to write down how long it takes for the story to be complete. The style of writing an article is never simple, it requires more complex forms, richer language, professional terminology. The structure of the text and the organization of the story is also complex. A direct head is often used with an anecdotal and descriptive (ambient) head.

Articles can deal with pressing social problems. Such texts fulfill their social role in media, which is not merely informing but seeks to develop awareness about some social phenomena. That's what the newspapers use more and more because that helps them to oppose other, faster media.

Direct or summarizing head

It is the most common introduction to news but is also used in articles. According to Melvin Mencher it is "the draught horse of journalism", the beginning that we use in most of our stories. It focuses on the theme of the event.

Ambiental or descriptive head

The descriptive head is based, as well as the narrative, in the power of words and the imagination with which the reader will experience what the journalist

is talking about. The descriptive head is for the newspaper what the camera is for television. (E.g. the American aircraft carrier deck is a place that most ordinary people do not have a chance to see, and if they read about it, then it is best to draw them with a descriptive head. There's a similar situation with PE in the hallway. Few have had the opportunity to see it, so, for example, a problem article about the gym could start with such a descriptive head.

Anecdotal head

The anecdotal head could be used for the introduction to the text, which may not be directly related to the text, but serves well as an introduction to the topic. Anecdotes must be interesting, to attract attention to the main topic. An anecdote must be interesting. (Direct, immediately recognizable head is not interesting. Which of the readers of the International Herald Tribune until then knew about Janica Kostelić? The journalist decided to start with an anecdote: "Croats play tennis. They play football. They're not prone to skiing, at least they're not good at it. Until coming to the games in Salt Lake City, Croatia has never won the gold medal in the Winter Olympics." -only then did the author of the article begin to speak about Janica Kostelic, a powerful conqueror of gold medals. A journalist used an anecdote to introduce the reader to the story because when he first mentioned Janica, the news would have left a faint impression because who knew about JANICA until then.

FEATURE STORY

The main purpose of the feature story is not that much about reporting as the exciting some feelings in readers regarding events or the person related to the feature story. Themes for feature stories are not a big event; a journalist is more inclined to petty human worries and problems, which are sometimes just an event of the day in one area, the place or even only in the family, and sometimes they are also a real, tiny human drama. For the writer of feature stories, details are important, therefore one must have a keen eye for the specifics or characteristic details in one event. As he wants to impact the feelings of readers, he will have to use stylistic means that are otherwise common in literature. More or less, any news can be processed in the form of a feature story, but it is important to determine whether an event is necessary to

be brought closer to the reading audience in form of a feature story or as short news, or as a somewhat broader report.

CRITICAL REVIEW

The critical review is a step further from the review, because the journalist, along with data on the work, performance or appearance, gives his rating. The subject is evaluated from one or more points of view: ethical, aesthetical, political, social or other. Of course, the criteria with which the steps forward must be clear and must be consistently adhered to. Young journalists will write reviews and critical representations about their publications and newspapers they read, about films recorded by cinema-amateurs, about the phenomena in school and on the street, etc.

QUOTATION - when and why

A good quotation contributes to the quality of the manuscript, gives it authenticity, increases persuasiveness, raises the general impression of the journalist's work and strongly influences the authenticity of the newspaper article.

"Nothing is more deadly to the rhythm of the newspaper text than quoting without severity or attributes that are unnecessary," said the authors of the Missouri Group. When chosen wisely, a quotation helps text and personalizes the story. Boring quotes suck the life juices from our story.

For example, when a journalist reports on road construction, he will certainly write down a statement of the head of a construction site claiming that "the full profile of the highway is the safest for fast and seamless traffic." But it is so generously and a comprehensible statement that there is no point in publishing it. Maybe it can be retold if it completes your story. But if the head of the construction site says that "due to the configuration of the terrain, inclination of highway is on the verge of safety and drivers must drive slower than expected on the highway" then the statement must be published and accurately attributed-said Ivan Ivanković, the head of the construction site of the highway section Šibenik-Split.

So, we cite statements that bring something unexpected, unusual, something that the report displays in a new light. We will also follow the statement of

emotion, frustration, pain, sadness, grief, vision: All human reactions by the statement are much more powerful influencing readers about dry retelling.

My heart almost broke when I saw the bodies of the dead under the ruins - said N. N., the mother of one of the boys, victims of the earthquake, through the sobbing. With such a statement a journalist faithfully conveys to the reader what has happened and what kind of tragedy it is

Rene J. Capon, a long-time EDITOR of the AP (Associated Press) in New York, believes the statements are crucial to writing a newspaper report. He advises journalists that direct quotes are used in the following circumstances:

- to document and support statements by third parties in the head and other parts of the text
- determine the questionable materials, in which the order of the words can be decisive (legal interpretations) catch the differences and nuances in important parts of the speech and convey the speaker's style, bear testimony on hearing, sessions, meetings, and similar events

The journalist decides when to use a direct quote, and when the statement will be retold. The more important a person is and the stronger the statement, the easier it is to opt for a direct quotation. Then the journalist opens the alleged signs, adherently quotes the statement and closes quotation marks. The statement should be attributed correctly. This can cause a headache for a writer because in the same text, he must use repeatedly the statements from the same speaker. The worst case is to quote every time full name and function. To repeat three times in the news of 15 rows Stjepan Mesić, the president of the Republic of Croatia, leads to boredom. The rule is that the first time makes sure to state the full name and the function. If the quotation is used in the same paragraph, it is enough to say (Mesić), said, he considers the same.

The quotation must be just as instructed. E.g. journalists will often mock politicians as well as many other public figures because of their speech. They sometimes use catchphrases, stutter, don't know the proper use of grammar.

Should such bad statements be repaired, at least linguistically cultivated, and purified from repetitions and catchphrases? The answer is clear, unambiguous, and inexorable: the quotation is written exactly as it was pronounced. Quotation marks signify a direct quotation that is not to be edited in any way or too polished, and the journalist's task is to find the best quotation, which speaks, and which fits into the text.