

# REPORTER'S NOTES



**Guidelines:** With the help of these notes, you'll record the most important pieces of information and their meaning. These are the questions that all reporters refer to when writing their articles. It's up to you to add or delete certain points from the list depending on the type of material and your objectives.

<b>WHO</b> (is involved/affected?)	Most important <b>WHO</b>
<b>WHAT</b> (happened?)	Most important <b>WHAT</b>
<b>WHERE</b> (did/does/will it happen?)	Most important <b>WHERE</b>
<b>WHEN</b> (did/does/will it happen?)	Most important <b>WHEN</b>
<b>HOW</b> (did it happen/did they do it/did others respond?)	Most important <b>HOW</b>
<b>WHY</b> (did they do it/did they react like that?)	Most important <b>WHY</b>
<b>SO WHAT?</b> (Why is this idea/point/event important?)	Most important <b>SO WHAT</b>