

Reporter's Notes

Directions Reporter's Notes helps you get the crucial information, not "just the facts, Ma'am," but the meaning of the facts, too. These are the questions any good (and actual) reporter knows they need to answer for their readers when they write their article. These are the questions that good readers ask. Not all questions are always appropriate; you decide if it's okay to leave one or more blank, but be sure you can explain why that information is absent.

WHO (is involved or affected)	Most Important WHO
WHAT (happened)	Most Important WHAT
WHERE (did it or will it happen)	Most Important WHERE
WHEN (did it or will it happen)	Most Important WHEN
HOW (did they do it or did others respond)	Most Important HOW
WHY (did they do this, react this way)	Most Important WHY
SO WHAT? (Why is this event/info/idea important?)	Most Important SO WHAT?