



## BEATS

Journalism  
Guajome Park Academy  
Vista, CALIFORNIA

**Everyone on the staff is responsible for helping us have the best coverage that we can have.**

1. Find out the **names** of everyone involved in the area you are covering.
2. Find out **who is important in decision making** in that group.
3. Find out the **calendar of events** for that group.
4. **Observe** the group or place in action.
5. **Talk** to various members on a regular basis.
6. If a teacher is in charge of the group, set up a regular **biweekly appointment** to check for new developments in the group or situation.
7. If it is out-of-school news (local, local sports, world news, feature or opinion/editorial ideas), scour the newspaper, news stations, magazines, AP newswire, and any other sources of information. Clip stories from local newspapers and put those into our futures file.
8. Do not accept “no, nothing’s happening” as an answer. Don’t accept second-hand information. **Find out for yourself.** Make sure you have observed and talked to numerous members of the group.
9. After finding out some information, **immediately go write it on a card** for the futures file so that you do not forget to do it.
10. **Follow the tip through the system.** Did we write about it? Why/Why not? If it is important, put it in again.

*Guide to good beat reporting or “How to be nosy and still have friends”*