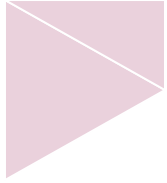




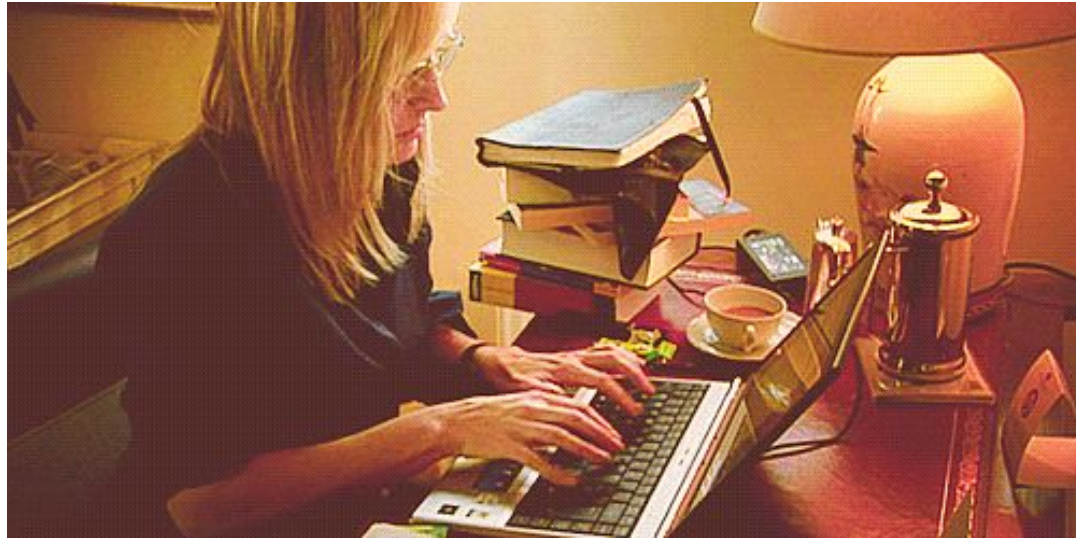
AJ93100: Practical seminar II

October 12, 2016



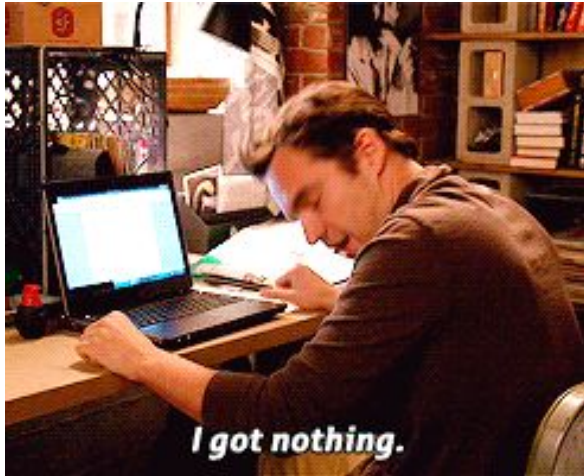
Plan for today

- Your articles / any issues you might have
- PR - keeping FB alive (Twitter), Wiki (our “history”), new ideas (to coordinate with Pavla)
- US elections cycle - sharing, events
- Banner & cover photo
- Helena a pictures of our newbies (to discuss) + new group pic next time
- General writing tips (Terka W.)
- Interviews (Blanka)



GENERAL WRITING TIPS

ARTICLE STARTER-PACK



- Brainstorming
 - Mind Mapping
 - Keywords
 - Outline
 - Data Bank
 - Actual Writing
-

1. BRAINSTORMING



- **Determine your target group** (academia, but fun!)
 - Write down everything
 - As in, ALL THE THINGS
 - Even if they seem silly
 - Or out of place
 - Doodle
 - Anything goes
 - Try using actual pen and paper if possible (it pleases the brain)
-

2. MIND MAPPING

- Associations + research items
- Can be done while brainstorming
- Organises your thoughts
- Big concepts in the middle
- COLOURS!
- CONNECTIONS!

BEHOLD THE AWESOME SCIENCE OF MIND MAPPING AN INSTRUCTIONAL CIOUS GUIDE



PODCASTING

FICTION

IMMERSION

AUDIOBOOKS x PODCASTS

STUDYING

MILLENNIALS

FAN-CASTS

ACCESSIBILITY

3. KEYWORDS AND PHRASES

(will come in handy
later!)

4. OUTLINE



- Use your keywords
 - And your Mind Map
 - Sub-points are love
 - Too many paragraphs is better than too few paragraphs
 - Think about transitions (/segways) and put them in brackets
 - Don't overthink it
-

5. DATA BANK

- **ALWAYS** save your sources
- Data **AND** pictures
- Preferably **in the same document**
- **EVEN IF YOU THINK YOU'LL REMEMBER THEM LATER**
- **YOU WILL NOT!!!!**
- *Google Drive* or *Google Keep* are your friends



6. ACTUAL WRITING



https://docs.google.com/document/d/1m4Heyi5R14Hb9_1VTrskArLW7uKm9t49DCUf4dOOpi8/edit?usp=sharing

- Decide on a style
- Your timeline is the bones
- Words are the meat
- Don't worry about being too messy (that's what editing is for)
- Ask questions
- Short sentences are good for emphasis or comic relief, but don't stack too many next to each other, you'll sound like a robot
- fewer adverbs = good
- Use transition words
- Decide on spelling (UK/US/AUS)

CONSTRUCTING YOUR PARAGRAPH

Good starter phrases:

- “According to...”
- “As...”
- Time markers “In the last five years...”
- “In fact,...”

- Start with a **topic sentence**
- Continue with **an analysis** (supported by up to 3 pieces of evidence)
- End with a /soft/**conclusion**

6 Ws of writing:

WHO, WHAT, WHEN/WHERE, WHY,
WHO, WHY

Transition Words and Phrases

Agreement / Addition / Similarity

in the first place
not only ... but also
as a matter of fact
in like manner
in addition
coupled with
in the same fashion / way
first, second, third
in the light of
not to mention
to say nothing of
equally important
by the same token

again
to
and
also
then
equally
identically
uniquely
like
as
too

moreover
as well as
together with
of course
likewise
comparatively
correspondingly
similarly
furthermore
additionally

Conclusion / Summary / Restatement

as can be seen
generally speaking
in the final analysis
all things considered
as shown above
in the long run
given these points
as has been noted
in a word
for the most part

after all
in fact
in summary
in conclusion
in short
in brief
in essence
to summarize
on balance
altogether

overall
ordinarily
usually
by and large
to sum up
on the whole
in any event
in either case
all in all

HANDY WRITING RESOURCES!

- [Smart Words](#)
- [Hemingway Editor](#)
 - [myNoise](#)
- [Tip of My Tongue](#)
 - [ozdic](#)

OTHER RANDOM TIPS



- Write your intro (lead paragraph) at the end
- Source all your info
- **EDITING, EDITING, EDITING**
- Don't be scared to cut things
- Or play with your paragraphs
- Read it out loud (flow)
- Ask someone (your supervising person, perhaps) to beta-read before submitting
- Have fun!

THAT'S ALL, THANK YOU!



INTERVIEWS



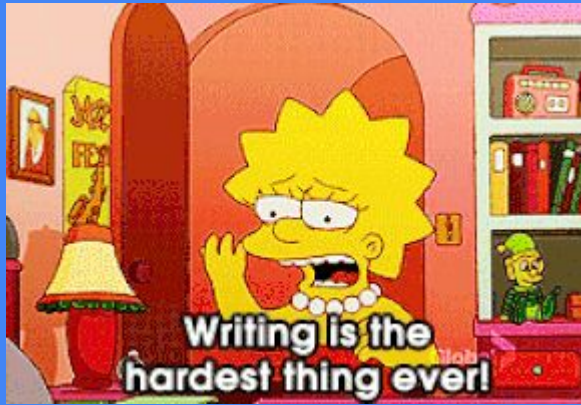
1. For effective interviews, reporters **prepare carefully**, and they ask questions that **induce the source to talk freely**.
2. Questions are directed at obtaining information on a **theme** that the reporter has in mind before beginning the interview.
3. If a more important theme emerges, the reporter **develops** it.
4. The reporter notes what is said, how it is said and what is not said.
5. Sources are **encouraged** by the reporter's gestures and facial expressions to **keep talking**.

RULES WORTH REMEMBERING



1. Prepare carefully, familiarizing yourself with as much background as possible.
2. Establish a relationship with the source conducive to obtaining information.
3. Ask questions that are relevant to the source and that induce the source to talk.
4. Listen and watch attentively.

WRITE A PROFILE OF THE INTERVIEWEE



1. State relevant biographical info don't forget any important data, achievements etc. :)
2. On the other hand, don't overpraise.
3. Put the profile in the lead paragraph or alongside/at the end of text.
4. If possible, include a (good quality) photo. (This is actually highly recommended)

BEFORE THE INTERVIEW



1. Write down your questions. Don't prepare too few, always have some extra up your sleeve.
2. Charge your recording device :)
3. Don't ask the questions you know the answers for or that can be looked up in previous interviews with the particular interviewee.
4. Choose a place that will be quiet and comfortable for both of you.

DURING THE INTERVIEW



1. Don't be afraid to interrupt the interviewee if there is a great diversion.
2. BUT let them speak if it is interesting and topic-related.
3. Try to keep the interview under 1 hour, otherwise it really is a pain to transcribe.

An example of what will happen when you will not follow these rules:

<https://docs.google.com/document/d/11JZCl yTj3pPtOFFT-CUOgdSpnIV5CX9GEeQma504-7o/edit?usp=sharing>

AFTER THE INTERVIEW



1. Be a careful transcriber and a rigorous editor!
2. Don't be afraid to get back to the interviewees if you need to clarify something (spelling etc.).
3. Re-listen, crosscheck, and ask people for proofreadings.
4. It's not obligatory to have your interview approved/authorised ;)

MAKING AN ARTICLE OUT OF INTERVIEW



You are writing an article but want to incorporate the information from the interviewee there as well:

1. You can paraphrase, summarize and quote.
2. Include passages that reflect interviewee's personality - direct quotes will do well.
3. Stick relevant pieces together and edit, cut, edit, cut and edit again.
4. Have the original transcript at hand and colorcode the topics - it gets much easier.

Example: History of KAA (an article made out of interview with Don Sparling) in Issue II.

ONLINE INTERVIEWS



1. Good for smaller interviews when you don't have time to transcribe. Needs less editing as well.
2. But you don't have a face to face contact with the interviewee and cannot control the interview.
3. Do a good research, prepare simple questions and ask the interviewee for a particular length of the answer.
4. Don't be scared to give deadlines to the interviewee! You need them!
5. E-mail x Chat

SOURCES AND FURTHER READING

<http://www.columbia.edu/itc/journalism/isaacs/edit/MencherIntv1.html>

<http://www.mediahelpingmedia.org/training-resources/journalism-basics/475-20-interviewing-tips-for-journalists>

<http://matadornetwork.com/bnt/13-simple-journalist-techniques-for-effective-interviews/>

<http://www.sparkminute.com/2011/11/07/30-tips-on-how-to-interview-like-a-journalist/>