NEWS REPORTING GUIDE

The National Commission for Civic Education, NCCE has an active and interactive website and digital platforms that serve its audience and followers with civic content and general information on civic education delivery. These platforms remain the official news hub for every activity of the Commission. Visibility for the Commission must be prioritized and it's important that we communicate civic activities on existing communication platforms for the desired visibility and publicity for the NCCE.

One of the ways to create content for our communication platforms is to reach out to Regional and District offices of the Commission to submit **news story reports** after an activity has taken place.

Below is a brief to guide our news story write-ups. This template is just a simple guide for a basic news reporting format:

THE ELEMENT 'WHAT

When reporting a news item, it is important to capture in your report, **what** the event is all about. What is happening or what happened at the event?

THE ELEMENT OF 'WHERE

This will simply tell us the venue /town/city/district or region. The name of the venue must be stated clearly and correctly.

THE ELEMENT OF 'WHO'

Who was the main speaker at the event? Who addressed the participants? Please state the person's name, his/her official title or designation. The 'element of WHO' can also be appropriate for the organisers of the event.

THE ELEMENT OF 'WHEN'

When simply refers to the day the event took place.

THE ELEMENT WHY?

The 'Element of Why', will give readers information about the event. Explain in a sentence the main objective/reason for the activity/event.

THE ELEMENT 'HOW'

There is also the 'Element of How' but in our space, as Civic Educators, we may not necessarily need to go to the extent of explaining 'How' the event took place. There may be instances where the 'HOW' explanation may be featured depending on the nature of the activity.

A news reporting sample must feature these 5Ws and H news reporting principles and that will work for us.

Please let's note that in news story reporting, one can always tweak the style of writing but the 5Ws and H principle must be featured with clarity and meaning. We can always flirt with words but statements and sentences must be clear, concise and precise. Please let's pay attention to the correct spelling of names, towns, venues and others.

Respectfully, CCA will be relying on you to feed the Commission's online platforms with civic content and also provide adequate visibility for regional and district activities to enhance the corporate image of NCCE.

SUPPORTING IMAGES

Please support your stories with clear images/pictures captured at the event. Images/pictures should be able to describe the event. We prefer to see images of the audience, action pictures, a civic educator addressing a gathering, one that covers the speaker and the audience and we must focus right.

Lastly, we entreat you to submit six (6) images for every event. We will also appreciate that the personalities in the photographs are well captioned for effective communication.

NB: Kindly send the pictures/images separately. Please do not copy and paste/attach the pictures to the story in a word document.

Thank you.