

UNBIASED REPORTING STUDENT CHECKLIST

Evening



It's pretty scary how close The Daily Byte came to publishing a news story that was completely untrue! Hilary thinks it's a good time to write a memo reminding your staff of the importance of reporting only stories with facts that can be proven. Not that anyone asked me, but I agree! If you can't trust The Daily Byte for fact-based stories, then who can you trust?

Here's a checklist to use before submitting your completed memo.

Does the introduction of my memo

- immediately let my readers—The Daily Byte's staff—know the purpose of my writing?
- make it clear why the information in the memo is so important, especially at this time?

Does the body of my memo

- focus on a one big idea related to my topic per paragraph?
- present strong evidence, especially from the source documents provided, to support the big idea in each paragraph?

Does the conclusion of my memo

- sum up my most important points, *or*
- leave my readers with one last idea—possibly the most important idea—related to the topic of my memo?

