

## UNIT 1 Log Book Guidance

The log book must contain:

- The candidate's planning and research for both tasks.
- Their interview techniques and dates and notes of interviews.
- The sources used and why these are appropriate.
- Their reasons for selecting the story (news values).
- Evaluation of supporting image and caption.
- Their consideration of legal and ethical factors.
- The different stages of production (though not to include draft versions of final pieces).
- Their consideration of readership and appropriateness of format/style

### Log Book Requirements & Purpose:

Candidates must use the log book as a means to record and evaluate the process of their story research and planning.

The log book must provide evidence of this process and the decision making behind it.

The log book forms part of the unit assessment and must therefore be submitted for moderation alongside a sampled candidate's completed scripts.

### Step-by-Step Guidance for Candidates: One Approach

The following section provides step-by-step guidance on how candidates might choose to approach the organization of their research and use of their log book. It is not intended to be compulsory but should be considered only as one possible approach.

- Carry out initial research into a range (2-3) of potential stories/areas/themes and analyse their news value.
- Candidates should choose their final **stories** based on these considerations. The log book should focus primarily on the final **stories** chosen.
- Continue to make notes in your log book of research undertaken, including relevant facts and quotations. Any primary or secondary material used in the final pieces must be evidenced in the log book.
- Ensure all your sources are listed and appropriately referenced. Analyse the reasons why these sources are being used.
- Consider the characteristics of the **different stories** required for task 1 and task 2: newspaper/online and local weekly/regional/national daily.
- Make notes as you consider each **story's** format, presentation and intended readership.

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- Analyse intended impact of **images chosen (those both sourced and taken by the student)** on target readership.
- Analyse decision-making in developing an appropriate question for the vox pops.
- Evaluate the decision-making when collating, structuring and presenting vox pops.
- Establish the angle you plan to take for each **story** and give an explanation for your choice in each case.
- Demonstrate engagement with the Primary Sources (e.g. news conference / local government representative / community contact) and Secondary Sources (e.g. press release, other media reports, internet research) and analyse how you plan to use these materials in the compilation of your story.
- Identify interview questions and demonstrate understanding in what constitutes an effective interview through analysis of the outcomes of your interviews.
- Use the Inverted Pyramid as a starting point for gathering and prioritizing the relevant information for each **story**.
- Use part of the log book (e.g. the back) as an ongoing Contacts Book, where you will note the names, addresses, telephone numbers, e-mail addresses and other details of people you can contact for information.
- Avoid inclusion of generic class notes in your log book.
- To support the ongoing management of your log book we would recommend that you:
  - Date each entry you make into your log book;
  - Clearly state the task or intention for each entry (this will reflect whatever stage of the production process you are at);
  - Evaluate the outcome at the end of each entry, noting decisions and judgements made, achievements and any planned follow-up actions.
- Notes for each can be submitted in one log book or two – at the discretion of the centre. However, there should be clear demarcation between **task/story 1** and **task/story 2** if one log book is submitted.