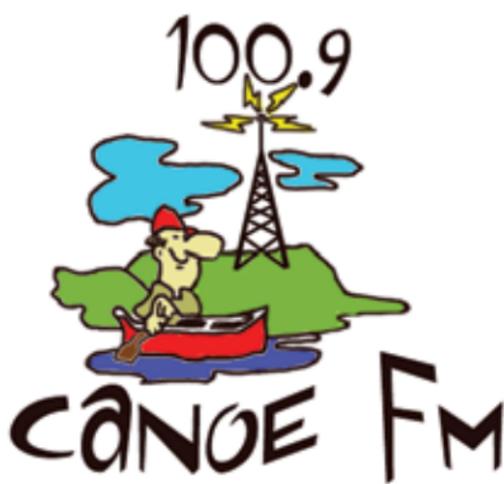


# NEWS WRITER

## Volunteer Handbook

**Haliburton County  
Community Radio Association  
100.9 CANOE FM**



**Be a part of Haliburton Highlands'  
vibrant community radio station!**

### WELCOME

Do you enjoy writing and editing and have a wide-ranging interest in news and current events? If so, becoming a news writer at CANOE FM would be a perfect volunteer role for you!

News airs at 100.9 CANOE FM four times daily during the week: 7am, 8am, 12 noon and 5pm. The news that is delivered on the air is compiled and written by volunteer news writers.

### *Duties*

- Research news content using various news websites
- Compile local, regional and national news stories
- Condense information into a newscast that can be easily read by an on-air host, and that can be easily digested by the listener
- Keep abreast of local, regional, national and international issues of relevance to CANOE FM listeners
- Ensure the copy can be read in seven minutes or less; including weather and sports

### *Requirements*

- Writing and editing skills
- Interest in news stories
- Internet research skills
- Works well with deadlines
- Proficient at Microsoft Office

### *Reports To:*

Station Manager

### *Time commitment*

- Approximately two hours per week-more if desired

### TIPS TO EFFECTIVE NEWS WRITING

Writing for the radio is a wonderful communication tool which allows the on-air volunteer to connect with the listener. Writing for radio is unlike most forms of news journalism. The medium of radio allows you to be more creative and conversational with your language, compared to that of other journalism forms, such as newspapers. The following is a list of tips to keep in mind when writing news for the radio:

**1. Write clear and concise sentences.** Information conveyed over the radio, unlike through a newspaper, will only hit your listener's ears once. They will not have the chance to go back and listen to a section again, therefore

the message needs to be one that will resonate with them after only being told once.

**2. Convert your news information into a conversational message.** When sitting down to write out the top news headlines of the day, imagine you read a story on the internet that morning and are about to tell a friend about it. Think about the language and the facts you would tell them. This is how you should approach news writing for broadcast. Begin the story with the most important information. Summarize the events.

**3. Write simply, but not simplistically.** You want your information to be understood and retained by your audience, but you also don't want to insult their intelligence.

**4. Use specific words, not general ones.** Write details, such as rain, snow, fog, instead of 'bad weather'. Prefer plain words to fancy ones, such as 'end' instead of 'terminate', or 'stores' instead of 'retail outlets'.

**5. Practice, practice, practice!** When writing a news item that includes names, and places. Make sure you map out the the pronunciation of these items before submitting the newscast. For more difficult names, omit it completely. As soon as a name or word is mispronounced, the entire report loses its credibility.

## FOUR SIMPLE STEPS TO BECOMING A VOLUNTEER NEWS WRITER

### **1. Attend Training Session #1: Volunteer Orientation**

Volunteer Orientation is held at the station on the first Monday of each month, starting at 4:30 and ending at 5:30. You will receive an introduction to the station, have your questions answered, and receive a Welcome Kit that contains our Orientation Manual, an application form, and reference forms.

### **2. Complete forms and bring them into the station.**

After your application and references have been processed, you will be contacted to set up a time to attend the Policies and Procedures Orientation.

### **3. Attend Training Session #2: CANOE FM's Policies and Procedures Orientation.**

While at this session, you will sign that you acknowledge and understand CANOE FM's Policies and Procedures. At this time, you will schedule your training sessions. This is where the real fun begins!

### **4. Complete required hours of training.**

*Canoe FM, as a not for profit,  
volunteer based community radio station,  
is the Voice of the Haliburton Highlands.  
Our mission is to provide balanced  
programming, including entertainment  
and vital information. We strive to  
showcase local talent and meet community needs.  
Canoe FM will remain a strong partner in the  
development of our community.*

## CONTACT US

The CANOE FM studios are located at 739 Mountain Street in Haliburton, Ontario.

### *Telephone*

705-457-1009

### *Fax*

705-457-9522

### *Mailing Address*

PO Box 1125  
Haliburton, ON K0M 1S0

### *Email*

canoefm@bellnet.ca

### *Website*

www.canoefm.com



*We look forward to hearing from you and welcoming  
you as a Volunteer News Writer at 100.9 CANOE FM,  
'The Voice of Haliburton Highlands'!*