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© National Council for the Training of Journalists (NCTJ).

THIS PAGE SHOULD BE COMPLETED UPON RECEIPT OF THE LOGBOOK

TRAINEE DETAILS

Name: ..... Date of birth: ...../...../.....

Home address:.....  
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.....Postcode:.....

Home telephone: ..... Mobile:.....

Work telephone: ..... Fax:.....

Email:.....

Newspaper:.....

Address:.....

.....Postcode:.....

Editor: .....Telephone:.....

Trainer: .....Telephone:.....

Employment in the industry:

Date	Employer	Role (reporter, sports desk, etc)
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NCTJ prelim course (college/centre and dates):.....  
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Preliminary exams passed (subbing, journalism, law, etc):

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Date shorthand speeds achieved (if applicable):

80wpm ..... 90 ..... 100 ..... 110 .....

Date logbook received: .....NCE date: (as on registration letter) .....

Workshops/refreshers attended (where and when):.....  
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*You should notify the NCTJ if you change your home address or your employer.*

**ASSESSMENT FORM 1 – MONTH 3**

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (six-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

**KNOWLEDGE – Sporting current affairs, Local knowledge, Contacts, Law/ethics**

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**NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT**

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**WRITING SKILLS - Writing style, English, House style, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment**.....

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**KEY TASKS to be addressed before next assessment**.....

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**DATE OF NEXT ASSESSMENT:** ...../...../.....

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

**ASSESSMENT FORM 2 – MONTH 6**

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (nine-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

**KNOWLEDGE – Sporting current affairs, Local knowledge, Contacts, Law/ethics**

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**NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT**

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**WRITING SKILLS - Writing style, English, House style, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment.....**

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**KEY TASKS to be addressed before next assessment.....**

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**DATE OF NEXT ASSESSMENT: .....**

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

**ASSESSMENT FORM 3 – MONTH 9**

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (12-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

**KNOWLEDGE – Sporting current affairs, Local knowledge, Contacts, Law/ethics**

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**NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT**

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**WRITING SKILLS - Writing style, English, House style, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment.....**

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**KEY TASKS to be addressed before next assessment.....**

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**DATE OF NEXT ASSESSMENT: .....**

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

**ASSESSMENT FORM 4 – MONTH 12**

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (15-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

**KNOWLEDGE – Sporting current affairs, Local knowledge, Contacts, Law/ethics**

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**NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT**

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**WRITING SKILLS - Writing style, English, House style, Speed, Deadlines**

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**QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment.....**

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**KEY TASKS to be addressed before next assessment.....**

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**DATE OF NEXT ASSESSMENT: .....**

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

**ASSESSMENT FORM 5 – MONTH 15**

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (18-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

**KNOWLEDGE – Sporting current affairs, Local knowledge, Contacts, Law/ethics**

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**NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT**

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**WRITING SKILLS - Writing style, English, House style, Speed, Deadlines**

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**Continued >>>**

**QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment.....**

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**KEY TASKS to be addressed before next assessment.....**

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**DATE OF NEXT ASSESSMENT: .....**

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

**ASSESSMENT FORM 6 – MONTH 18**

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (21-month) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

**KNOWLEDGE – Sporting current affairs, Local knowledge, Contacts, Law/ethics**

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**NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT**

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**WRITING SKILLS - Writing style, English, House style, Speed, Deadlines**

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**Continued >>>**

**QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment.....**

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**KEY TASKS to be addressed before next assessment.....**

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**DATE OF NEXT ASSESSMENT: .....**

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

**ASSESSMENT FORM 7 – MONTH 21**

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the three-month assessment interview with the trainee. Its comments and conclusions should be used at the next (pre-NCE) assessment to identify progress and areas for special attention. *The subject areas below are suggestions. Use them as a guide and feel free to focus only on those areas that require comment or improvement. There may also be areas to work on that are not listed.*

**KNOWLEDGE – Sporting current affairs, Local knowledge, Contacts, Law/ethics**

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**NEWSGATHERING SKILLS - News sense, Inquisitiveness, Shorthand, Telephone manner, Interviewing, Use of IT**

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**WRITING SKILLS - Writing style, English, House style, Speed, Deadlines**

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**Continued >>>**

**QUALITIES - Accuracy, Output, Flexibility, Team-working, Working with the public**

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**ATTITUDE - Manner, Appearance, Enthusiasm, Reliability, Responsibility**

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**KEY TASKS reviewed at this assessment.....**

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**KEY TASKS to be addressed before next assessment.....**

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**OVERALL ASSESSMENT**

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**TRAINING NEEDS identified and target dates**

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**DATE OF NEXT ASSESSMENT: .....**

**TRAINER'S NAME:**.....

**TRAINER'S TITLE:**.....

**TRAINER'S SIGNATURE:** .....

**TRAINEE'S SIGNATURE:**.....

ASSESSMENT FORM 8 - PRE-NCE

Date of Assessment: ...../...../.....

This document should be completed by the trainer and signed by the trainee at the final assessment interview with the trainee before he/she sits the NCE.

**Is the trainee fully aware of what the NCE involves and where/when it takes place?**

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**Is the trainee capable of accurately reporting the spoken word, carrying out a competent interview, and producing copy to professional standards?**

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**Is the trainee legally and ethically sound and fully prepared for the law section of the Newspaper Practice paper?**

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**Is the trainee able to work under pressure, to deadlines and to length?**

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**Are all sections of the Logbook complete and signed off?**

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**If the answer to any of the above questions is No, what needs to be done to ensure the trainee is ready to take the NCE and is likely to pass?**

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TRAINER'S NAME:.....

TRAINER'S TITLE:.....

TRAINER'S SIGNATURE: .....

TRAINEE'S SIGNATURE:.....



TRAINEE'S NAME: .....

**KEY TASK 1 – SPORTS PREVIEWS**

Two cuttings are required, with the original copy. Good submissions will demonstrate a candidate's ability to identify a clear and interesting angle, which contains interview and analysis. The articles should draw on perspective for the upcoming match based on previous encounters. It should be made clear in the description section of the relevance and context of the preview.

Submissions for this Key Task are marked for intro, structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 2 – LIVE MATCH REPORT**

Two cuttings are required, with the original copy. Good submissions will demonstrate the candidate's ability to write live match reports to a tight deadline, either for a newspaper report or on-line. The reports should be accurate, balanced and clear.

Submissions for this Key Task are marked for intro, structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

**STORY 1**

**PUBLICATION DATE:** ...../...../.....

**HEADLINE:**.....

**TRAINEE'S DESCRIPTION AND COMMENT:**.....

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**TRAINER'S COMMENT:**.....

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**TRAINER'S NAME (please print):**.....

**TRAINER'S SIGNATURE:** .....

**STORY 2**

**PUBLICATION DATE:** ...../...../.....

**HEADLINE:**.....

**TRAINEE'S DESCRIPTION AND COMMENT:**.....

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**TRAINER'S COMMENT:**.....

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**TRAINER'S NAME (please print):**.....

**TRAINER'S SIGNATURE:** .....

TRAINEE'S NAME: .....

KEY TASK 3 – POST-MATCH REPORT

Two cuttings are required, with the original copy. Good submissions will demonstrate the candidate's ability to provide a fresh angle from a match, often based around interview and analysis.

Submissions for this Key Task are marked for intro, structure, balance, writing style, tones, quotes, use of English, punctuation, and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 4 – HANDOUT**

Two cuttings are required, with the original copy and the handouts on which stories were based. Photocopies of these will normally be accepted, as will emails from press offices, website announcements, etc. Good submissions will demonstrate the candidate's ability to develop handout material rather than merely re-write it.

Submissions for this key task are marked for intro, story structure, balance, writing style, tone, quotes (taken from the handout or acquired from follow-up interviews), use of English, punctuation and house style.

<b><u>STORY 1</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b><u>STORY 2</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

KEY TASK 5 – OFF-DIARY

Two cuttings are required, with the original copy. Submissions should demonstrate an ability to produce interesting and lively off-diary stories about people or issues. This can be a hard news story or a feature article. An explanation should be given in the description section of how the candidate came across the story and followed it up.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 6 – NUMERACY**

Two cuttings are required, with the original copy. Submissions should demonstrate basic numeracy - the ability to handle figures, understand tables or interpret statistics, for example. Typical submissions are stories about attendances, finances in a sporting club or organisation, even fines collected by a county football association's disciplinary committee. Candidates should append the original source material showing the figures, graphs, tables or statistics they used for their stories.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, evidence of numeracy, use of English, punctuation and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 7 – PRESS CONFERENCE**

Two cuttings are required, with the original copy. Submissions for this Key Task may include copy from press conferences, briefings and photo-calls. Submissions are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> ..... .....	
<b>TRAINER'S COMMENT:</b> ..... ..... .....	
<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> ..... .....	
<b>TRAINER'S COMMENT:</b> ..... ..... .....	
<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 8 – SPORTS POLICY**

Two cuttings are required, with the original copy. Acceptable submissions could feature a sports news story with a political slant involving a leading sports organisation, perhaps including a leading politician, either local or national.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b><u>STORY 1</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b><u>STORY 2</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

### KEY TASK 9 – COMMUNITY CAMPAIGN

Two cuttings are required, with the original copy. Good submissions should demonstrate community involvement and may include stories about local campaigns. Acceptable submissions have included stories about encouraging fund-raising for a sports facility, an awareness initiative for a particular sport, and a campaign to improve coaching or disciplinary standards. Candidates should not submit more than one story from a long-running campaign, but should explain its context, the publications involvement and the outcome (if any) in the description section below. Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

#### STORY 1

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

TRAINER'S COMMENT:.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

#### STORY 2

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

TRAINER'S COMMENT:.....

TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

TRAINEE'S NAME: .....

### KEY TASK 10 – WRITING TO PICTURES

Two cuttings are required with the original copy. Submissions should demonstrate the candidate's ability to think in visual terms, by writing copy to accompany pictures or graphics. They should be stories – not mere captions – clearly written with the picture(s) in mind. A good test is whether the stories would be severely diminished without the illustration.

Submissions for this Key Task are marked for picture relevance, intro and structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

#### STORY 1

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

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TRAINER'S COMMENT:.....

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TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

#### STORY 2

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

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TRAINER'S COMMENT:.....

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TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

TRAINEE'S NAME: .....

**KEY TASK 11 – SPORTING INTERVIEW**

Two cuttings are required, with the original copy. Submissions should feature an in-depth interview with a sports person, mixing background facts and colour, with quotes.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b><u>STORY 1</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b><u>STORY 2</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 12 – FEATURES**

Two cuttings are required, with the original copy. Good submissions will offer varied pieces of work – one hard sports news backgrounder, for example, possibly an investigation, and one softer feature-page item. Backgrounders may be about hard sports news stories submitted elsewhere in the Logbook. The description section below should make any such link clear. Candidates should not submit multi-part feature series.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

### KEY TASK 13 – PRIMARY SPORTS

Two cuttings are required, with original copy. Candidates will be looking to submit stories featuring a mainstream sport, such as football, cricket, rugby union and rugby league, though this may change with regional variations, and that should be made clear in the descriptive comment. The submissions should demonstrate the candidate's knowledge of the sport.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

### KEY TASK 14 – SECONDARY SPORTS

Two cuttings are normally required, with the original copy. Candidates will be looking to submit cuttings featuring less mainstream sports and so demonstrating their knowledge and understanding.

Submissions are marked for intro, story structure, balance, writing style, tone, quotes, legal and ethical awareness, use of English, punctuation and house style.

#### STORY 1

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

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TRAINER'S COMMENT:.....

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TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

#### STORY 2

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

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TRAINER'S COMMENT:.....

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TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

TRAINEE'S NAME: .....

### KEY TASK 15 – THE BUSINESS OF SPORT

Two cuttings are required, with the original copy. Good submissions will look at events off the field and behind the scenes with sports organisations. They need to demonstrate a depth of knowledge and a clear understanding of the issues around the business of sport.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

#### STORY 1

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

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TRAINER'S COMMENT:.....

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TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

#### STORY 2

PUBLICATION DATE: ...../...../.....

HEADLINE:.....

TRAINEE'S DESCRIPTION AND COMMENT:.....

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TRAINER'S COMMENT:.....

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TRAINER'S NAME (please print):.....

TRAINER'S SIGNATURE: .....

TRAINEE'S NAME: .....

**KEY TASK 16 – ROUND-UPS**

Two cuttings are required, with the original copy, plus copies of any contributors' submissions and source material. Submissions would typically consist of an accurate and comprehensive round-up of reports to a sport or a league, drawn from a variety of reports and results. It could also consist of previews for a particular sport.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> ..... .....	
<b>TRAINER'S COMMENT:</b> ..... ..... .....	
<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> ..... .....	
<b>TRAINER'S COMMENT:</b> ..... ..... .....	
<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 17 – MULTIMEDIA: WRITTEN AND/OR VIDEO REPORTS FOR THE WEB**

Two submissions are required by candidates featuring written and/or video reports for the website. Multimedia stories should be submitted on disc. Together with the candidate's published page(s) and/or video report, the candidate must submit their original copy and any photographs or support material.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, editing, headline writing, tone, quotes, use of English, punctuation and house style.

<b>STORY 1</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b>STORY 2</b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

TRAINEE'S NAME: .....

**KEY TASK 18 - TRAINEE'S CHOICE**

Two cuttings are required, with the original copy. This is an opportunity for candidates to submit any two other stories, perhaps because they do not fit easily into any of the previous categories, such as sports stories and reviews. Good submissions will be original, off-diary and different. The description should include an explanation of why the candidate has included these stories. Multimedia submissions are acceptable in this category.

Submissions for this Key Task are marked for intro, story structure, balance, writing style, tone, quotes, use of English, punctuation and house style.

<b><u>STORY 1</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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<b>TRAINER'S NAME (please print):</b> .....	
<b>TRAINER'S SIGNATURE:</b> .....	

<b><u>STORY 2</u></b>	<b>PUBLICATION DATE:</b> ...../...../.....
<b>HEADLINE:</b> .....	
<b>TRAINEE'S DESCRIPTION AND COMMENT:</b> .....	
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<b>TRAINER'S COMMENT:</b> .....	
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