

One of the main areas of this course is to report on the ongoing activities and events around Brookwood Secondary. However, our reporting work is not limited to the Yearbook.

The Bobcats' Den is the weekly online newsletter that is distributed on Sunday evenings. It is regularly viewed by up to 800 members of our school community. One specific section of this newsletter is a feature called Inside Brookwood.

Task: Report on an event or activity taking place in the Brookwood Secondary community to be featured in the Inside Brookwood section of The Bobcats' Den.

Steps:

- **Determine an event or activity taking place within the school community.**
 - This can be inside or outside the classroom.
 - Any grade level or group.
 - Examples, but not limited to:
 - *Rage in the Cage* or other School Wide Events
 - *Science Lab Experiments* or *In-Class Activities*
 - *School Club activities* – *Happy Hive*, *French Club*, etc.
 - *“Person in the Hall”* – *Surveys*, *Top 10s*, *Weekly Question for Students*, etc.
 - *School sports’ game(s)*
 - *Special interest story* – *student/group volunteering*, *field trip*, *guest speaker*, etc.
- **Use the 5Ws Form (see provided link on website) to generate information about your story.**
- **Attend the event.**
 - Take photos (use a class camera or your phone)
 - Speak to participants and the teachers/leaders/coordinators (if appropriate or able to)
 - Take notes for your 5Ws Form (use your phone or on paper)
- **Compile your information and photos into a document.**
 - Options – Folder, PowerPoint, InDesign.
 - Writing Portion
 - *Refine your 5Ws Form into a clear, written format.*
 - *Short paragraph or cohesive checklist*
 - *Reporter’s Signature.*
 - *You can choose to include your first name or initials with the report.*
 - *Or leave the report anonymous.*
 - Photos
 - *Provide 3 – 5 of your best photos.*
 - *Think diversity of scenes, activity, people, locations, etc.*
 - *Upload your photos to any applicable folders in the YearbookShare, too.*

- **Review your work.**
 - Double-check your work to make sure you have all the necessary pieces.
 - Have someone double-check your reporting.
 - *Spelling mistakes, missing information, photo review, etc.*
- **Hand in your work via email or YearbookShare.**
 - Let Mr. Goldsack know that it was sent to ensure that it is available to transfer to The Bobcats' Den.

Marking Criteria

- Select and Report on an event/activity within the Brookwood school community. (**Book Work**)
 - Use the 5Ws Form to gather information.
 - Attend the event/activity to complete your notes and take photos.
 - Develop a written portion and choose your best 4 – 6 photos of the event/activity.
 - **Total Value: 20 marks**
- Compile your photos and written content into your layout template. (**Portfolio**)
 - Create a folder for your photos and other content in the YearbookShare (S2_Portfolio).
 - Re-organize your layout to best suit your style and the content of your report.
 - Export a version to PDF or JPEG.
 - **Total Value: 10 marks**
- Hand in your completed story via email or to the YearbookShare. (**Professionalism**)
 - Confirm with Mr. Goldsack that the story has been received and is accessible.
 - **Total Value: 5 marks**