

The Art of Storytelling Handbook:

A Guide to Journalism, Television, Podcast and Documentary Production

Activities design to support student learning:

- Think critically
 - Set goals
- Investigate with thoughtful questions
 - Apply Social Emotional Learning
 - Develop peer editing skills
 - Produce multimedia or article

GBCStories recognizes the importance of giving students opportunities to learn in various ways and apply their studies to real-life situations. Our videos provide students with stories that connect their learning to the world around them. This handbook will guide students through the process of further developing the skills needed to investigate the world right in their own community or classroom.

Students will gain investigative skills by creating thoughtful questions, critical thinking skills by analyzing the information they gain from their interview, digital literacy skills through research and video creation, and social emotional skills by practicing awareness. Students have the ability to center their interview around their own interests, making the learning process even more engaging.

Thank you for trusting us to provide you and your students with opportunities to build lifelong learning skills.

The Art of Storytelling Teacher Guide

Section	Teacher Notes
Background and Brainstorm	Students will use their previous knowledge and research to write what they already know about their interviewee along with what they wonder or what to know.
Interview Preparation	Students will consider the goal of their interview and how they would contact their interviewee and organize their interview location, date and time.
Family Tree	Students will ask their interviewee (classmate, friend or family member) about their family tree.
Write Your Questions	Students will plan and write their questions to consider how they might get to know their interviewee and what question will best help them with the goal of their interview.
Emotions in the Interview Process	Students will answer questions to consider how emotions can affect the interview process and how they might be aware of their own emotions in an interview.
Behind the Scenes of Video Recording a Story	<p>Students will research the importance of the production of a video interview. Students will complete these charts with details about Audio, Video, Lighting, and other details. Students may want to consider these important details about video recording:</p> <ul style="list-style-type: none"> ● Audio: Microphone type and placement, wearing headphones, considering background noises, and checking that volume is not too high ● Video: Framing, Rule of Thirds, where the interviewee will look, who will be seen in the video (interviewee or both the interviewee and interviewer) ● Lighting: lighting subject regardless if the interview is indoors or outdoors, added light for drama and texture
Create Your Own Story	<p>Students will use this checklist to guide them through the pages to interview a classmate, friend or family member and create their own story in the form of a news article, talk show, podcast, video, or documentary. GBCStories realizes that some students may not have family members they feel comfortable interviewing, so we would love students to have options, such as a classmate, teacher or community member to interview. Students can work individually, in pairs or in groups.</p> <p>If working in groups, you may want to assign roles such as Interviewer, Director, Producer, and Editor. For this activity, students can use their phones to record video. Students without phones may need camcorders or webcams. All students will need laptops or computers to create their video product or write their article. Students can use any video editing program that may be on provided laptops, such as iMovie. If you do not have a video editing program available to you, students can create a video for free on Vimeo or FlipGrid.</p>

Section	Teacher Notes
Journalism: Organize Your Story	Students answer two questions to guide their thinking in becoming a journalist. They will then complete an inverted pyramid to organize the most important information (Who, What, Where, When and Why), Other Important Details, and Other Information.
Journalism: Write Your Story	Students can use this organizer to write their article and include a picture. Alternatively, students can type their article and include a picture in their document.
Create Your Own Talk Show, Podcast, or Video	Students will use this guide to create their own show, podcast, or video. This guide includes step-by-step instructions for choosing a topic, choosing a storyteller to interview, deciding on a schedule, creating a script and plan, tips for video or audio recording, and editing.
Plan Your Show or Podcast	Students will use this organizer to get a clear vision of their show, audience, guest(s), and begin the planning process.
Create Your Own Documentary	Students will use this guide to create their own documentary. This guide includes step-by-step instructions for choosing a topic, choosing a storyteller to interview, deciding on a schedule, creating a script and plan, tips for video or audio recording, and editing.
Plan Your Documentary	Students will use this organizer to get a clear vision of their documentary, its purpose, audience, guest(s), and begin the planning process.
Storyboard Organizer	Storyboards are a planning tool. Students can sketch and write on the organizer or use a digital program, like Canva, to create their storyboard. They will include visuals, as well as write details about narration, sound effects, music, pictures, and additional video clips.
The Art of Storytelling Rubric	A rubric makes everything easier for students and for you! This rubric, based on growth mindset, provides clear criteria for students to meet and allows students to see where they can improve their work. Consider sharing this rubric and discussing each category in detail with students, allowing them to share what this looks like for them and their interview and final product.
Sharing Our Stories: Peer Review	Students will watch a classmate's video or read a classmate's article and provide feedback by completing each section of this page. Students can watch or read more than one final product and fill out multiple copies of the peer review so classmates receive a variety of feedback.

Create Your Own Story

Directions: Interview your classmate, friend, or family member and create a show, podcast, article, or documentary to share their story.

Check off each part of your process as you complete the page.

- Background and Brainstorm**
- Interview Preparation**
- Family Tree**
- Writing Your Questions**
- Emotions in the Interview Process**
- Behind the Scenes of Video Recording a Story**
- Choose a project below to create**
 - Write a news article.**
 - Journalism: Outline Your Story**
 - Journalism: Write Your Story**
 - Create a talk show or podcast.**
 - Create Your Own Talk Show, Podcast or Video**
 - Plan Your Show or Podcast**
 - Create your own documentary**
 - Create Your Own Documentary**
 - Plan Your Documentary**
- Optional Organizer: Storyboard**

Background and Brainstorm

What do you know about this person? Think about what you may know about their personality, job, and experiences.

Directions: Before considering the interview process, write some things you are wondering after watching the video and learning about the topic and interviewee.



Interview Preparation

What is your goal? What do you hope to achieve by interviewing this person?

How will you contact the person you would like to interview? Whether by phone or email, remember to introduce yourself, share how you learned about this person, and request an interview. If leaving a voicemail or sending an email, provide your contact information. Write your phone call script and/or email draft below that you plan to use to contact your interviewee.

Where will the interview take place? Talk with this person to set up a time and location. Choose an environment the interviewee will be comfortable in. If interviewing virtually, choose time and program (Zoom, Skype, Microsoft Teams, Google Meet, etc.). Remind your interviewee by phone or email, whichever they prefer, about the interview 24 hours prior to the scheduled interview.

Date:	Time:
Location/Program:	Link to send to interviewee (if virtual):
Additional Details:	Remind your interviewee one day before the interview by phone or email. <div style="text-align: center;"> <input type="checkbox"/> DONE </div>

Writing Your Questions

Directions: Plan and write your interview questions. Rather than asking questions exactly as you brainstormed, consider how you can ask your questions in a way that will encourage the most honest response. Begin with easy questions to get to know your interviewee.

Getting to Know Your Interviewee

Ask questions that will be easy for your interviewee to answer such as where they are from, they work, or a day in their life.

Question	Answer

Digging Deeper

Ask questions that dig deeper to reach the goal you set for your interview.

Question	Answer

Tips for a Successful Interview

1. Remember that you want to build a relationship during your interview. Although you prepared questions, keep it conversational and enjoy your time with this person rather than strictly following your list of questions.
2. You may want to observe your interviewee and their body language or nonverbal cues. By paying attention to your interviewee's body language, you can respond as needed to help them feel comfortable as well as learn more about this person.
3. Consider recording your interview or taking notes. You may want to ask your interviewee which they feel more comfortable with, but you should at least inform your interviewee that you will be recording them or taking notes during the interview. It may be helpful to listen to your recording and write down what was said to avoid missing important details.
4. Remember to thank your interviewee with a personal card or email!

Emotions in the Interview Process

Directions: Take a few minutes to think about each question. Write your answers to each question below to consider the importance of emotions in the interview process.

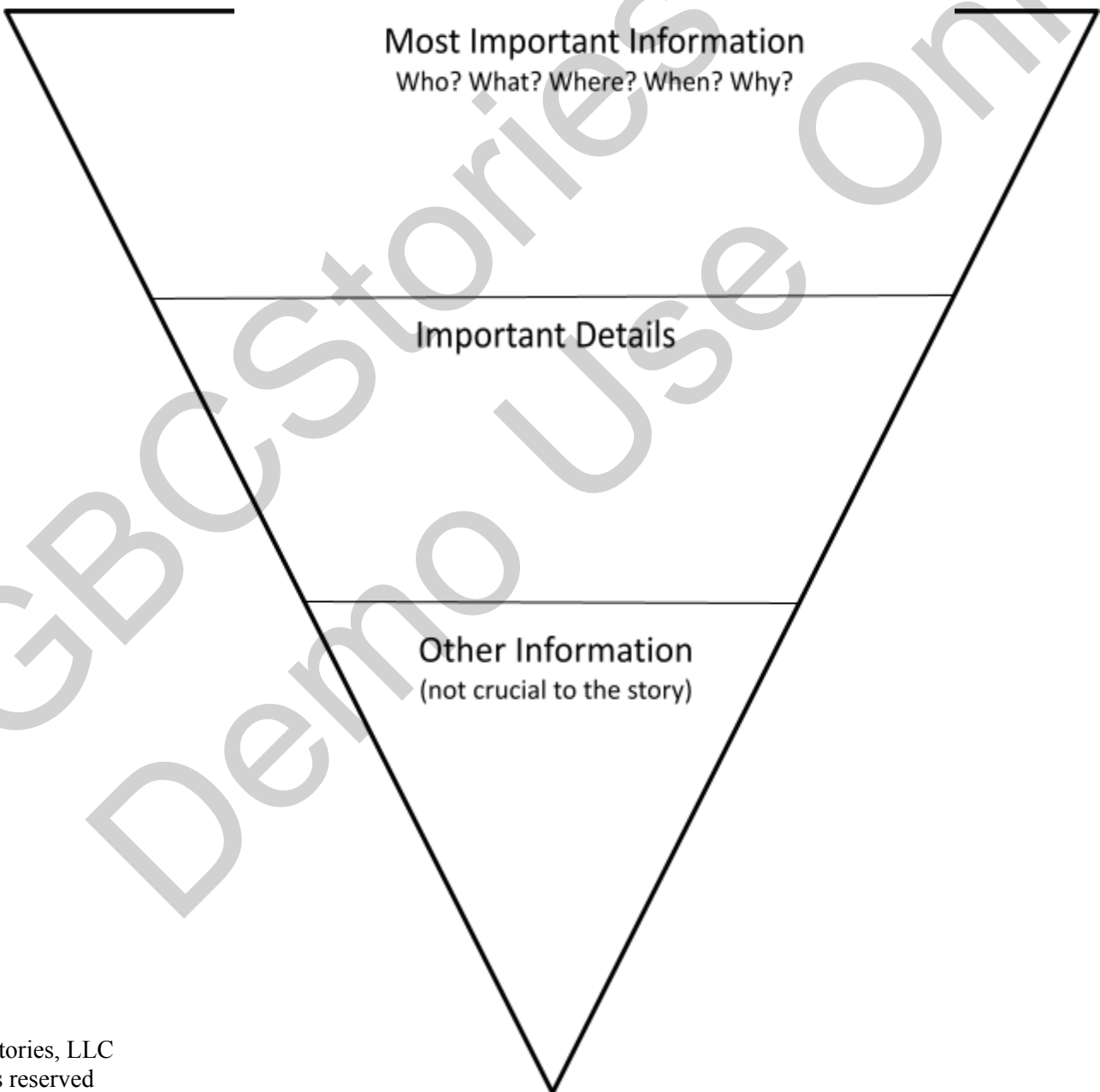
1. Which philanthropic causes would you like to report on? Why would you like to report on these? What do they mean to you?
2. How would it feel to reach out to someone you've never met to request an interview?
3. Do you think it is important to create a bond with your interviewee? If so, how would you do this? Would you consider meeting with them prior to the interview? Why or why not?
4. How will you know if your interviewee becomes emotional during your interview?
5. What do you think is an appropriate response if your interviewee expresses emotion?
6. Do you think you should continue to ask questions if they become emotional? Why or why not?
7. How might you feel as the interviewer when your interviewee recalls something that brings them pain or sadness? Do you think you might have a strong reaction to certain situations? Why or why not?
8. What do you feel is the best way you demonstrate your acceptance of your interviewee's feelings? Do you feel it is okay for you to show your reaction during the interview? Why or why not?
9. How might being self-aware help you during the interview process? For example, if you begin to feel sad after hearing something the storyteller says, why would recognizing this be important?
10. Why is being self-aware important? How might your reaction impact the storyteller?

Journalism: Organize Your Story

Directions: Answer the questions before writing your story. Complete each section of the inverted pyramid to plan your story then write or type your story on another page and include an engaging picture.

1. What do you think makes a good story? How do you find a good story to write about?

2. As a journalist, you are putting someone else's story in your own words. What are some key things to remember as you are writing?



Create Your Own Talk Show, Podcast or Video

Directions: Use this guide to help you as you create a live talk show, podcast or video like you might find on your favorite YouTube channel.

1. Choose your topic and decide who you will interview.

Your Show Topic:

Who will you interview?

2. Request written permission from the people that will be in your film.
3. Develop a timeline that includes each step of your storytelling process so you can stay on track and reach your goals. This might include scheduling the interview for a particular date or writing your script by a certain day.
4. Create an outline, script, or storyboard to determine what the beginning, middle and end will look like. This will help you get your ideas and the shots in order and consider all elements of your show or podcast including the pictures, text, video, music, and narration. Create your own outline or script or use the Storyboard Organizer in this packet or create a digital storyboard in Microsoft PowerPoint, Google Slides, or on websites, such as Canva. For podcasts, you will only be planning narration and music. Your outline, script or storyboard can be edited throughout the entire process as you develop your story.
5. Record your story. Use your phone or another moveable device that can record video and audio or only audio for podcasts. Below are some reminders for recording.
 - Practice using your tools ahead of time to work out any issues.
 - Be aware of background noises when recording.
 - Check that you can hear your storyteller in the video and there is not an echo before recording the whole show.
 - Check the lighting. Outside can be a great lighting option for video recording.
6. Edit your video. Live shows initially will not be edited, but you can later edit them if you'd like to share the recorded version of your show. Pre Recorded shows, videos, and podcasts will all be edited before publishing. Add narration, music or other audio for podcasts and pictures, video clips or text for video recordings. Edit your story to create your final product.
7. Publish your story per your teacher's instructions.
8. Reflect on your story, your process, and check out your classmates' stories!

Plan Your Show or Podcast

Directions: Create your own talk show. Think about your favorite YouTube channel, podcast, or television talk show. Complete the chart below to plan your unique show. For your focus, choose a topic of your interest. Some ideas are sports, advocating for rescue animals, cooking, video games, fitness, hair care, or makeup.

<p style="text-align: center;">Focus</p> <p>What will your talk show focus on?</p>	
<p style="text-align: center;">Audience</p> <p>Who do you imagine will listen to or watch your show?</p>	
<p style="text-align: center;">Length of Show</p> <p>Consider that this is a mini show and you want to hold your audience's attention.</p>	
<p style="text-align: center;">Logo</p> <p>Draw a logo for your documentary company, news channel or talk show.</p>	
<p style="text-align: center;">Guest(s)</p> <p>List 1-2 individuals you would like to interview for your show. Brainstorm how you will reach out to them to invite them on your show.</p>	
<p style="text-align: center;">Advertising</p> <p>How will you let others know about your documentary or show?</p>	
<p style="text-align: center;">Live or Prerecorded</p> <p>Will your documentary or show be live or prerecorded? Write what may be important to consider for whichever you choose. Consider a teleprompter or preparing your guests for a live video. Consider editing for prerecorded.</p>	

Create Your Own Documentary

Directions: Use this guide to help you as you create a documentary.

1. Choose your topic. Research your topic, narrow down your topic to something specific, and decide who you want to interview for your documentary.

Your Documentary Topic:

Who will you interview?

2. Request written permission from the people that will be in your film.
3. Develop a timeline. Individually, or with your group, create a timeline that includes each step of your storytelling process.
4. Create an outline, script, or storyboard to determine what the beginning, middle and end will look like. This will help you get your ideas and the shots in order and consider all elements of your documentary including the pictures, text, video, music, and narration. Create your own outline or script or use the Storyboard Organizer in this packet or create a digital storyboard in Microsoft PowerPoint, Google Slides, or on websites, such as Canva. Your outline, script or storyboard can be edited throughout the entire process as you develop your story.
5. Record your story. Use your phone or another moveable device that can record video and audio or only audio for podcasts. Below are some reminders for recording.
 - Practice using your tools ahead of time to work out any issues.
 - Be aware of background noises when recording.
 - Check that you can hear your storyteller in the video and there is not an echo before recording the whole show.
 - Check the lighting. Outside can be a great lighting option for video recording.
 - Position your camera to the side instead of straight on.
 - Record B-roll before and after interviews of location and action shots to help tell your story.
6. Edit your video. Cut out anything that does not support the focus of your documentary. Add narration, music or other audio for podcasts and pictures, video clips or text for video recordings. Edit your documentary to create your final product.
7. Publish your story per your teacher's instructions.
8. Reflect on your story, your process, and check out your classmates' stories!

Plan Your Documentary

Directions: Begin your documentary by completing the chart below.

<p style="text-align: center;">Purpose</p> <p>Why are you creating your documentary?</p>	
<p style="text-align: center;">Audience</p> <p>Who do you imagine will watch your documentary?</p>	
<p style="text-align: center;">Length of Show</p> <p>Consider that this is a mini documentary and you want to hold your audience's attention.</p>	
<p style="text-align: center;">Logo</p> <p>Draw a logo for your documentary company.</p>	
<p style="text-align: center;">Guest(s)</p> <p>List 1-2 individuals you would like to interview for your documentary.</p>	
<p style="text-align: center;">Advertising</p> <p>How will you let others know about your documentary?</p>	
<p style="text-align: center;">Live or Prerecorded</p> <p>Will your documentary or show be live or prerecorded? Write what may be important to consider for whichever you choose. Consider a teleprompter or preparing your guests for a live video. Consider editing for prerecorded.</p>	

Storyboard Organizer

Directions: Sketch a drawing of each scene of your story and write what will happen, the sound, music, camera view, text, pictures or other details that will be included in that part of your story in the box below. Number each box so you know the order of your scenes.

What will they hear?	What will they hear?	What will they hear?
What will they see?	What will they see?	What will they see?
Notes:	Notes:	Notes:

The Art of Storytelling Rubric

Category	Mastery (4)	Partial Mastery (3)	Developing (2)	Beginning (1)
Preparation	Student brainstormed, planned, prepared and wrote questions for their interview.	Student completed two of the three main tasks to prepare for their interview.	Student complete one of the three main tasks to prepare for their interview.	Student did not complete any of the required tasks to prepare for their interview.
Organization	The interview is organized and the purpose of the interview is clearly communicated.	The interview is somewhat organized and the purpose of the interview can be inferred.	The interview is not fully organized and the purpose of the interview is unclear.	The interview is not organized and the purpose is unclear.
Knowledge Gained	Video or article demonstrates that interesting and beneficial information was gained from the interview.	Video or article demonstrates that some knowledge was gained from the interview.	Video or article demonstrates that little knowledge was gained from the interview.	Video or article demonstrates that no significant knowledge was gained from the interview.
Professionalism	Student asks questions carefully, is respectful, shows interest in interviewee's responses, and strives to practice emotional regulation.	Student is missing one key detail listed to meet Accomplished.	Student is missing two key details listed to meet Good.	Student is missing all details to meet Satisfactory.
Quality	Video has appropriate spelling and grammar, sound, picture, and transitions. Article is appropriate to consider spelling, grammar, and sentence structure.	Video or article is missing one key detail listed to meet Accomplished.	Video or article is missing one key detail listed to meet Good.	Video or article has not been created or edited for quality.

Sharing Our Stories: Peer Review

Reviewed by:	
Title of Film or Article:	
Director or Author:	
Who is being interviewed?	
Write a brief summary of the film/article.	
Write your opinion, including one thing about the film that you feel was exceptional!	
Would you recommend this film or article? Why or why not? Be honest. It can be an amazing film or article and still be something you're not interested in.	
Your Star Rating (Based on quality, not your interest)	