

# **Writing a cue sheet based around an interview you have conducted**

## Writing a cue sheet

Cue sheets are the bridge between you, the presenter and the listener.

- It tells the presenter why they are airing it.
- It tells the listener why they should keep listening.

## What Makes A Good Cue Sheet?

To be effective, a cue sheet needs to be:

- Clear
- Easy to read
- Interesting

A cue sheet defines the context and focus of your piece.

The cue sheet should answer (or hint at) who, what, where, when and why of the piece. It should also say who is doing the report.

Each sentence should be one breath long covering one idea.

Each sentence should be on its own line to make it easier for the presenter to read.

**Tip:** Try writing your cue sheet before editing your audio; it may influence your editing choices.

**Writing a cue sheet**

**In the space below write it up and include links for a presenter to follow.  
Write it so that someone else reading the links will understand them  
clearly.**

**Remember to write it in a “radio-friendly” fashion.**

|   |  |                 |   |
|---|--|-----------------|---|
| <b>Cue Sheet No.</b><br>Create a reference number   | if this is your first cue sheet start with<br><br><b>001</b> | <b>Reporter</b> | Your name goes here   |
| <b>Time sensitive:</b><br>circle whether your recording has to be broadcast by a certain time to ensure that it hasn't missed its sell by date  | <b>yes / no</b>  | <b>length</b>   | This is the length of the pre-recorded piece – look at the cart for this information. Give the exact length in minutes and seconds. |
| <p><b>Intro: The presenter will read this part out.</b></p> <p>Your first sentence should tell the listener what the piece to follow is about. Say who did the interview, who with and who they are – eg Phoenix FM reporter Andy Greaves went to speak to Eddie Smith, Manager for the Tiddlywinks team in College who are running a session for new players. Andy asked Eddie how well the team was doing.</p> <p>You can refer to your focus statement on your interview questions prep sheet to help you with the Intro</p> |  |                 |   |
| <p><b>In</b></p> <p>This is the first sentence or phrase of the audio that is heard at the start of the cart. Write it in here. "the team has just got to the finals."</p>  |  |                 |   |
| <p><b>Out</b></p> <p>This is the last sentence or phrase that is heard at the end of the cart. "Thank you, Eddie."</p>  |  |                 |   |
| <p><b>Outro: The presenter will read this out.</b></p> <p>Here you can remind the audience who they have just been listening to.</p> <p>You can also remind them of any useful information, eg an organisation's contact details.</p>   |  |                 |   |

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|------------------------|----------|--|-----------------|--|
| <b>Cue Sheet No.</b>   | 001      |  | <b>Reporter</b> |  |
| <b>Time sensitive:</b> | yes / no |  | <b>length</b>   |  |
| <b>Intro:</b>          |          |  |                 |  |
|                        |          |  |                 |  |
|                        |          |  |                 |  |
| <b>In</b>              |          |  |                 |  |
|                        |          |  |                 |  |
|                        |          |  |                 |  |
| <b>Out</b>             |          |  |                 |  |
|                        |          |  |                 |  |
|                        |          |  |                 |  |
| <b>Outro:</b>          |          |  |                 |  |
|                        |          |  |                 |  |
|                        |          |  |                 |  |