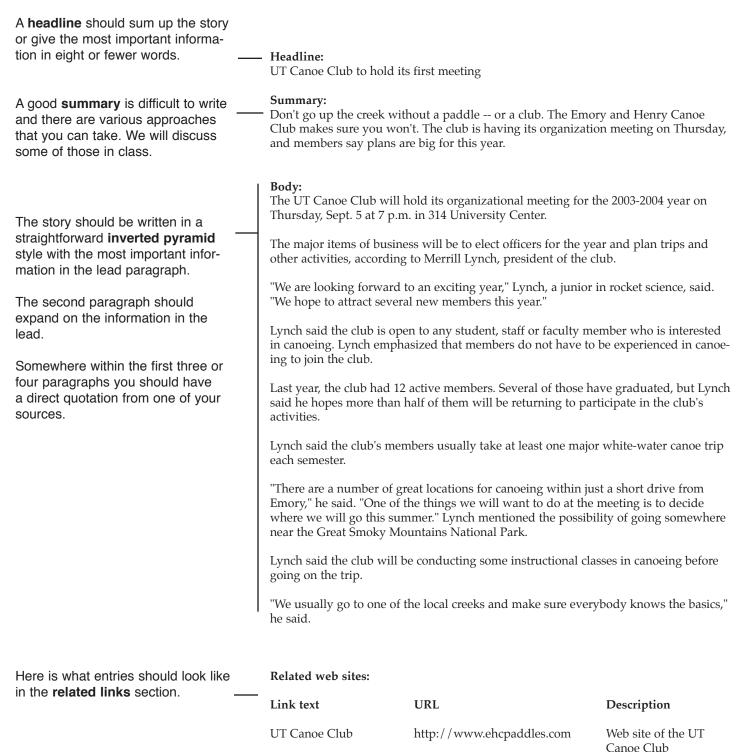# Preview stories

Your preview stories should look like this. Study this example carefully before you do your reporting so you will be able to get all of the information you need to complete the assignment properly.

A **headline** should sum up the story or give the most important information in eight or fewer words.

Headline:
UT Canoe Club to hold its first meeting

A good **summary** is difficult to write and there are various approaches that you can take. We will discuss some of those in class.

Summary:
Don't go up the creek without a paddle -- or a club. The Emory and Henry Canoe Club makes sure you won't. The club is having its organization meeting on Thursday, and members say plans are big for this year.

Body:
The UT Canoe Club will hold its organizational meeting for the 2003-2004 year on Thursday, Sept. 5 at 7 p.m. in 314 University Center.

The story should be written in a straightforward **inverted pyramid** style with the most important information in the lead paragraph.

The major items of business will be to elect officers for the year and plan trips and other activities, according to Merrill Lynch, president of the club.

The second paragraph should expand on the information in the lead.

"We are looking forward to an exciting year," Lynch, a junior in rocket science, said. "We hope to attract several new members this year."

Somewhere within the first three or four paragraphs you should have a direct quotation from one of your sources.

Lynch said the club is open to any student, staff or faculty member who is interested in canoeing. Lynch emphasized that members do not have to be experienced in canoeing to join the club.

Last year, the club had 12 active members. Several of those have graduated, but Lynch said he hopes more than half of them will be returning to participate in the club's activities.

Lynch said the club's members usually take at least one major white-water canoe trip each semester.

"There are a number of great locations for canoeing within just a short drive from Emory," he said. "One of the things we will want to do at the meeting is to decide where we will go this summer." Lynch mentioned the possibility of going somewhere near the Great Smoky Mountains National Park.

Lynch said the club will be conducting some instructional classes in canoeing before going on the trip.

"We usually go to one of the local creeks and make sure everybody knows the basics," he said.

Here is what entries should look like in the **related links** section.

Related web sites:

Link text	URL	Description
UT Canoe Club	http://www.ehcpaddles.com	Web site of the UT Canoe Club
Great Smoky Mountains National Park	http:// www.nps.gov/grsm/	Official web site for the national park