**Voicers or voice reports**: These are short (one minute and 10 second long) radio reports about a current news issue

**PACs**: Longer, “packaged” radio reports that despite being similar to Voice Reports are more detailed and use more audio clips, such as background noise, interviews, etc.

**Field reports or VO/SOTs**: Field reports or VO/SOTs (Voice Over/Sound on Tape) are similar to PACs. They use a mix of pictures, sound, voiceovers, interview clips, and usually a reporter on-camera or stand-up clip to tell a story.

These types of stories are always preceded by short introductions.

Radio scripts may vary in how they look, as the script a reporter uses to record their narration will be different from a host’s introduction script. The following is an example of a script that might be used by a host introducing a **voice report** for radio. The introduction is followed by the clip’s name, in and out cues and a run time. These technical cues tell the host when they will be back on air, so they can easily move from one story to the next. They are also useful to producers and technicians who are organizing the show.

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Broadcast journalists should write to the sounds or images they have, instead of trying to find images and sounds that fit what they want to say. This will help the story with its flow and make a better piece of journalism.

Journalists should also remember that the broadcast audience is primarily the viewer or listener’s ears. This means a journalist should focus on being straightforward, logical and conversational in their writing.

With this in mind, it’s also important to note that sentences should be as short as possible. Long sentences with a number of clauses are difficult to follow. Remember, a listener can’t re-read what you say.
Sample Introduction to a Voice Report

Slug: Bridge Replacement

In Milton, Nova Scotian history is important.

One the area’s oldest structures, a one lane bridge, is scheduled to be replaced in 2014 (two thousand and fourteen).

Despite safety concerns, many people are protesting the decision.

Fake News’ Jane Doe has the story.

Clip: Bridge replacement

IN: (sounds of cars) “The bridge is…”

RUNS: 1:10

OUT: “…stays the same”
Sample Television Template for a VO/SOT

The following example is a portion of a television template you could use for a VO/SOT. It features a slug title, narration, images used, as well as clip times and in and out cues. As with radio, these cues make sure that everything runs smoothly.

| SLUG: BRIDGE CHANGE VO/SOT (your initials/name) AUG 22 HOST ON CAMERA ..................... | RESIDENTS IN MILTON, NOVA SCOTIA ARE CONCERNED ABOUT THE FUTURE OF THEIR ONE-LANE BRIDGE |
| **visuals start here……….** | THE GOVERNMENT SAYS THAT THEY WILL REPLACE IT IN 2014 (two thousand and fourteen) FOR SAFETY REASONS. |

| LIVE VO: 00 – 08 Shots of the bridge and cars crossing it | BUT PEOPLE IN THE AREA SAY THERE’S NO PROBLEM WITH THE BRIDGE. |
| | THEY DON’T WANT IT TO CHANGE. |

| SOUNDUP FULL 08 – 18 CLIP T/C 30:04-30:14 | (clip) |
| IN: “THE BRIDGE IS” OUT..”WRONG WITH IT” | SUPER: John Smith /Milton Resident @ :08 |