Glossary of Terms

**News package** – a report produced and edited prior to broadcast time, typically consisting of a reporter’s recorded voice telling the story, pictures with accompanying natural sound to cover up the narration, sound bites and usually a stand-up.

**Shot sheet** – a list of specific shots and their location on the shoot tape

**Voice over (VO)** – the sound of a news anchor reading a script as the audience watches video

**Sound on tape (SOT)** – a short segment of an interview or someone’s comments that a reporter edits into a story

**Voice over/Sound on tape (VO/SOT)** – a technique in which the anchor reads a story under video, a sound bite follows then the anchor resumes reading as the video continues

**Wires** – the unabridged version of the story usually written by the Associated Press

**Lead** – the first sentence in a story or the first story in a newscast

**Rundown** – a list of stories in logical order for inclusion in a newscast