**How To Write A News Report**

A news article explains a real-life event; it presents a lot of information but does not use a lot of words.

Facts about news reports

* Factual and informational
* Written in short paragraphs of 1-2 sentences
* Use plain language
* 5Ws belong at the beginning (within the first two paragraphs) of the report.
* Includes quotations from key people who are witnesses or part of the story
* Written in the third person (does not use I)

A News report includes the following:

* A Headline
  + The title of the article.
  + It should be catchy and grab the reader’s attention
  + E.g. “Zombies Take Over the City” or “Titanic Sinks on Its Maiden Voyage”
* A subheading - extra info about the title
* A photo
  + The photo will relate to the headline of the news report, illustrating characteristics of the story
* A byline
  + The name of the person who wrote the report. Remember, when you write your own news report you will use your own name.
* A Placeline
  + Where the report was written. The place the report was written depends on where the incident took place
* A lead paragraph
  + The first paragraph of the article. In the lead paragraph you must include the 4 Ws:
    - Who: Who was involved in the incident?
    - What: What exactly happened?
    - Where: Where did it happen?
    - When: When did it happen?
  + E.g “Yesterday, Joe Brown was shocked to find a rare bird in his backyard in Brampton.”
* Body Paragraphs
  + Paragraph 2:The second paragraph of the report explains HOW and WHY the incident happened
  + Paragraph 3:In the third paragraph you will need to include at least one quotation from someone who was part of the incident and who was interviewed for the report.
  + Paragraph 4:In the last paragraph, you will include any additional information the reader may want to know.

**News Report Brainstorming Sheet**

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| **WHO?** | **Who was involved and what are their positions or titles?** |
| **WHAT?** | **What exactly happened?** |
| **WHEN?** | **When did the incident happen (date and time)?** |
| **WHERE?** | **Where did the incident happen? Is this a local, national or international story?** |
| **WHY?** | **Why did it happen?** |
| **HOW?** | **How did the events in the story unfold?** |
| **Extra** | **What background information does the reader need to know?**  **What are the consequences of the story?**  **What have people said about the story?**  **Who else might comment on the situation?**  **What sort of follow-up news will there be?** |

News Report Editing Checklist

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| --- | --- |
| Has a brief, catchy headline | Has a 4th paragraph |
| Subheading provides extra info | Paragraph 4 includes extra information |
| Has a photo that connects to the headline. | Uses proper spelling, punctuation, and grammar |
| Photo has a caption | Name of newspaper company is above the headline |
| Has a byline | Has a date at the top |
| Has a placeline |  |
| Has a lead paragraph |  |
| Lead paragraph answers 5Ws |  |
| Has a second paragraph |  |
| Paragraph 2 explains WHY and HOW |  |
| Has a third paragraph |  |
| Paragraph 3 includes at least 1 quote |  |