

A Guide to Writing Newspaper reports

Newspaper reports provide the reader with information about an event or important issue.

Newspaper reports should include:

- ✓ A headline. This should be short (no more than seven words), include the main point so that the reader knows what the article is about and be catchy. (If you can use some kind of word play/alliteration.)
- ✓ A by-line to give the reporter's name, their job title and their location if it is a world news piece e.g. **Sam Seybourne, Political correspondent, New York City.**
- ✓ An introductory paragraph. This should sum up the whole story very briefly. You need to give all the Ws -Who? What? When? Where? Why? and maybe a How? This paragraph should be no more than three sentences long so think about your sentences carefully.
- ✓ The main body of the story. This is your chance to give the reader more information and some detail about the events. Remember to be factual -don't give your opinions. If you describe the events that have taken place, make sure that you do it in chronological (time) order.
- ✓ Sources (or Quotes) Think about who the news reporter might have interviewed to get the story. Think of something interesting that they might have to say about the events. You can use reported speech or direct speech in your article. If you use direct speech, remember to include speech marks.
 - Reported Speech: **The man said that he was scared when the thieves came in.**
 - Direct Speech: **When asked about the day's events, the man said, "It was the worst day of my life; I was so scared."**
- ✓ A last paragraph. This should bring the article up to date. What is happening now, or what is going to happen in the future. For example: **Police are still investigating the crime and have arranged for extra CCTV cameras to be put up around the supermarket immediately.**

Remember that newspaper articles are about other people. Write in the third person (he/she/they). Do not use I/me/my/you unless it is part of a direct quote.

You could set your article out in columns like a real newspaper, and add a picture box and caption to give the reader even more information.