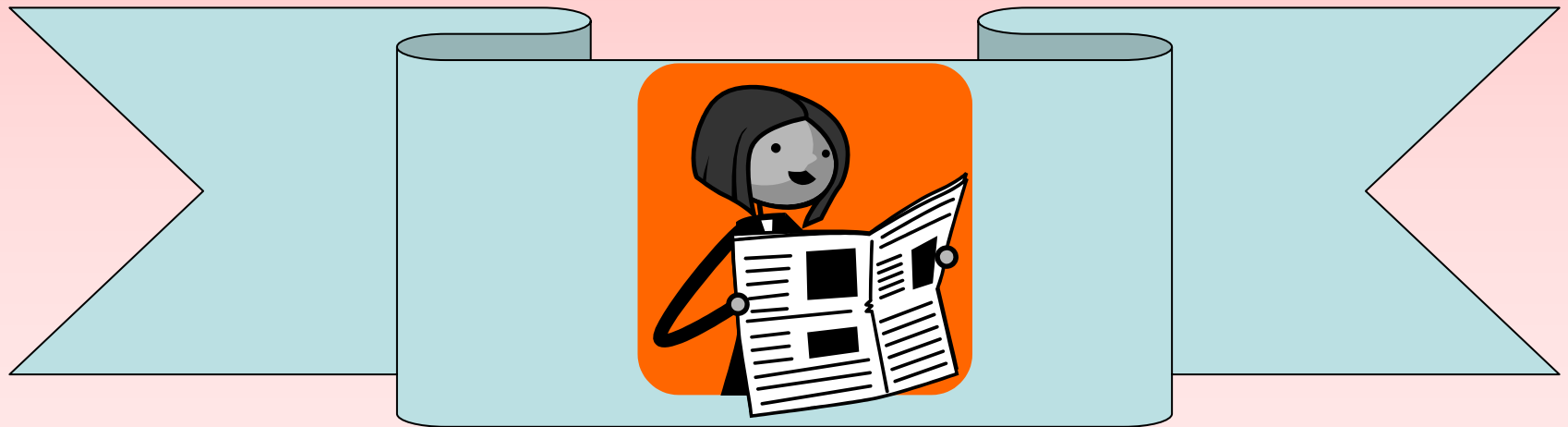


Summer Term 2020.
To be able to identify the key
features of a report



Let's examine how a newspaper article or report is put together.

There are 5 key elements:

- You always have a **HEADLINE** at the top of the article.
- Then you have an introduction which is called the **ORIENTATION**. In this opening paragraph we need to include the 5 Ws.
- Next we move onto the **BODY** of the report. This is the main section of the report where we include all the main details and organise these in paragraphs.
- We also include a **PHOTO and a CAPTION** underneath as a visual piece of information.
- Finally we **RE- ORIENTATE** the reader with a paragraph which sums up the article

To sum up the features of a newspaper article:

- Headline
- Orientation
- Main body of text
- Photo
- Caption
- Reorientation



Headline

- In bold
- Catchy
- Alliteration
- Interests the reader
- Serious or humorous
- Only has a few words
- Action verbs



Orientation

- This introduces the story and should **GRAB** our attention. It will set the scene and summarise the main points of the article. It is often only one sentence so you must make it a good one.

Who?

Where?

What?

When?

Main Body of Text

- This is written in:

paragraphs

clear sentences

the past tense



It answers the questions:

Why?

How?

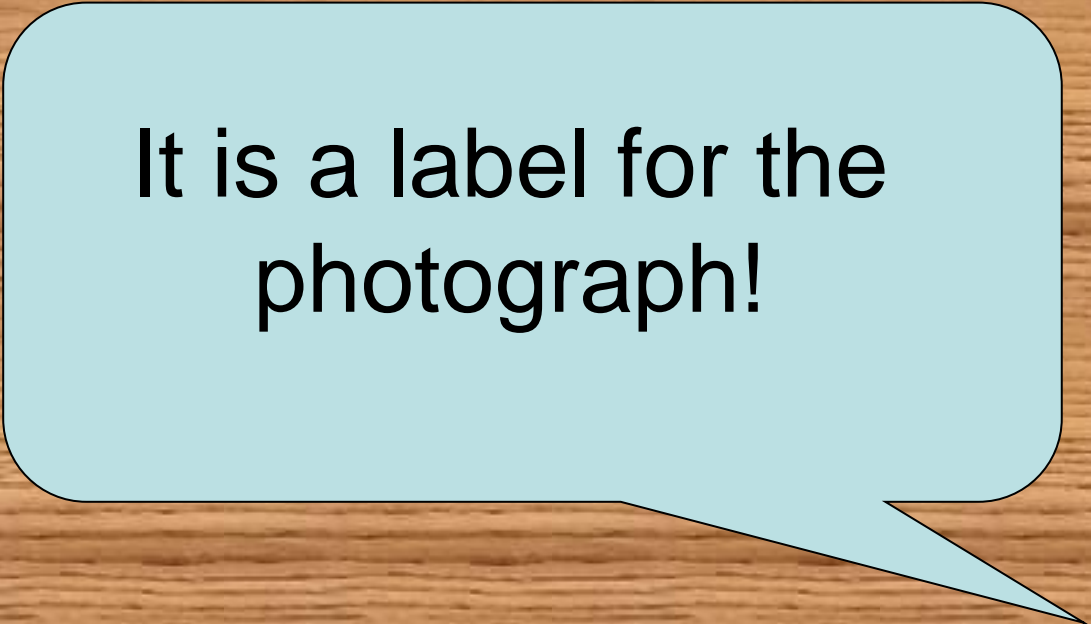
photo

- The photo shows us a snapshot of what happened, where it happened or who it happened to. It should make the reader “feel something” so that they want to read the article. If possible it should show action.



Caption

- A caption goes underneath a photo to identify something or someone and to give us more information.

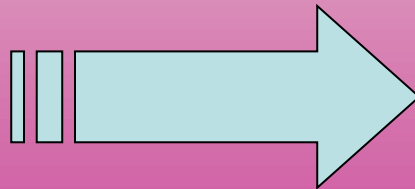


It is a label for the
photograph!

Reorientation

- This ends the retelling of events. It brings us up to date.
- Because it is telling us what is happening **NOW** it will move from the

past tense



present tense