

Writing a newspaper report

Headline: Make your headline short and snappy. Use exciting words, alliteration, or rhymes to catch the reader's attention. Your headline needs to tell the reader what kind of story it is going to be.

First sentence: The first sentence underneath the headline should give the reader more information on the story and sum up what it is going to be about.

Paragraphs: Next, split your newspaper report up into paragraphs to help the reader clearly understand the information on the story.

Columns: Careful layout device.

Past tense: Your newspaper story needs to be written in the past tense because you are reporting on something that has already happened.

Third person: Write your newspaper reports in the 'third person' because you are writing about somebody else. This means using the names of the people involved in the story or using 'he' or 'she', not 'I' or 'me'. This makes you like a narrator, retelling events without being involved in the story.

Quotations: Adding quotations will make your report more interesting for the reader because it tells the story from the point of view of the people involved. Do not forget to use speech marks!

Photos and captions: Use a photo/picture with a caption - brief description, to give the reader more information about the story you are writing.

Facts and opinions: Fill your newspaper report with both facts and opinions. Facts give the reader all the information they need by using the 5 W's. Opinions give the point of view of the writer or of people involved in the story. With all this information, the reader can then make up their own point of view.

Summing up: Your final paragraph should sum up the story. This is usually a good place to put in your opinion.

