

A Guide to Writing a News Report

Writing a news report requires you to write an objective, factual report about an event.

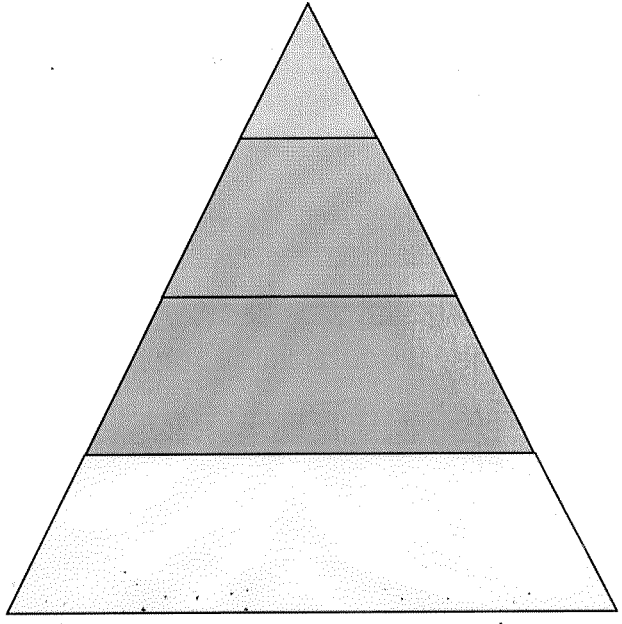
Objective: do not express personal opinions (Third person point of view)

Factual: include all of the facts (5Ws and How)

Event: write about something that happened (Base event on the headline and picture provided)



A news report also follows the Inverted Pyramid Formula.



Your task is to:

- look at the picture and the headline.
- imagine an event that may have taken place which logically connects to the picture and the headline.
- think about the who, what, where, when, why and how of the event.
- write your news report, making sure it is a report, not an interview, and that it **DOES NOT** include any personal opinion.

Make sure:

- ✓ the report is related to the headline AND photo.
- ✓ there are specific supporting details. (Answers ALL 5 Ws and How in detail.)
- ✓ the information is presented in the inverted pyramid format. Most important details at the beginning, least important at the end.
- ✓ you provide a quotation from someone involved in the event.
- ✓ you have not used "I" or provided your personal opinion.
- ✓ you have checked your work for any spelling, grammatical, or punctuation errors.

LEAD PARAGRAPH (BRIEF INTRODUCTION OF THE EVENT)
Briefly, who was involved? What happened? When did it happen? Where did it happen?

DETAILED BODY PARAGRAPH(S) (IN DEPTH LOOK AT 5WS AND HOW)
Specifically, who was involved? What happened? When did it happen? Where did it happen? Why did it happen? How did it happen? Quotation from bystander. Additional important facts.

CONCLUDING PARAGRAPH
Less important additional details are added. Extra information that could be deleted from the story if necessary.