

Newspaper reports



Newspapers are written after a key event, to share information with the public. They are written in past tense and in the third person. They must contain facts and will often use quotes or speech from key people to help explain the story. Below is a useful checklist of what should be included within a newspaper report:

Features	✓/X
The name of the newspaper	
A headline that uses a pun, rhyme or alliteration	
A subtitle which gives a bit more information about what the report is about	
The reporter's name	
An introductory paragraph containing the 5 Ws (what, where, when, who, why)	
Information about the main events presented in chronological order	
Pictures with captions	
Written in the third person and in the past tense	
Direct and reported speech	
Formal language	
Rhetorical Questions	
A conclusion paragraph to explain what might happen next	



Miss Brooker and Mrs Kelleher's top tips for writing newspaper reports:

1. Choose an interesting event or happening to write about

A news report should be about something that is happening now or recently occurred. Current issues, key events and crimes make good subjects for news reports.

2. Put the most important information at the top

Newspaper reports should be split into paragraphs with more detail added in each preceding paragraph with the most important information near the top.

3. Make sure that the report answers the five Ws

Have they answered **WHAT** happened? **WHEN** did it happen? **WHY** did it happen? **WHERE** did it happen? **WHO** did it happen to? **HOW** did it happen?

4. Make Use of Quotes

Quotes are direct pieces of speech gathered from an important person, for example; a witness at the scene. This will make the story more interesting.

5. Don't waffle or make the report too long

Sentences should be short and punchy. This is a good opportunity for you to practice changing vocabulary, grammar and punctuation to enhance effects and clarify meaning.

6. Read back over your report

Reading out loud will help determine that it all makes sense.

7. Check the facts

A news report is characterised by its use of facts, remember that your opinion is not needed.

8. Check the spelling and grammar

Make sure to proof read for spelling and punctuation errors using a dictionary and a thesaurus to check the spelling and meaning of words. Reports should be written in the third person and past tense; check for consistent and correct use of tense.

9. Finally think of a good headline for the report

A headline should be short and snappy and grab the attention of readers making them want to read more.

This word mat may also give you some good sentence starters and vocabulary to use within your report!

Newspaper Writing Word Mat

this incident	what	because
reports suggest	while	how
amazingly	when	as
all over the country	but	after
evidence suggests	where	before
crowds witnessed	who	so
the unusual event	why	that
witnesses report	although	since
strange happenings	if	however
was quoted as saying		
experts believe		

- later on
- after some time
- finally
- at the start
- in no time at all
- within minutes
- before long
- that morning
- that evening
- the next day

twinkl visit [twinkl.com](https://www.twinkl.com)