

Tips for Writing a News Report

- Understand that you will have to make up the details of your news report. You aren't expected to know about the event in the photo and the headline.
- Your news report details should be directly related to the both the photo and the headline.
- Pretend that the event happened yesterday. It will be much easier to write your news report this way. Use the past tense.
- Use a formal, third person tone. Don't use "I" or "we" in your report.
- Remember that reporters are simply reporting on the event. They don't take a side on the issue, or promote an event.
- Before you begin, brainstorm your details. Jot down your answers to the questions: Who? What? Where? When? Why? and How?
- The answer to How? is *How is this important?* or *How does it impact the community?*
- Provide a first and last name for each person the first time you mentioned him or her. After the first time refer to them by their last names only.
- Be very specific with your details. E.g. Instead of "school", say "Stratford Northwestern Secondary School"; instead of "the principal", say "Principal Martin Ritsma".
- Provide at least two direct quotations from the imaginary participants in your news event, and use quotation marks to distinguish the quotations from the rest of the text.
- Include a conclusion which summarizes the story and tells the reader what to expect from this story in the coming days.