News Reports

IN A SENTENCE A news report tells readers what has just happened, as clearly, accurately and quickly as possible.

LAYOUT TEMPLATE

News Reports

Use this skeleton to plan your news report. The numbers follow the inverted pyramid: most important first.

1 **HEADLINE**

what happened · present tense · short

2 **Subheadline** *one key extra detail*

3 By [name] | PLACE, [date] –

4 **Lead paragraph**

· who · what · when · where
· why · how (if known)

5 **Photo + caption**

optional

6 **Key details**

numbers · names · what happened in order

7 **Quotation**

witness or person affected

8 **Quotation**

official source

9 **Background**

what led to this · similar events

10 **What happens next**

investigation · reopening · how to help

BEFORE YOU WRITE

Who is reading?

Where will it appear?

Why are you writing?

HOW TO USE IT

The numbers show the order your reader meets each part.

Use the template to plan, not to copy. Adapt it to your reader, context and purpose.

Want more?

The full chapter in It's Alwrite! has the conventions, useful language, an annotated model and a checklist.