**How to Write News Reports**

**What is a news report?**

A news report is a special form of writing that follows a very specific \_\_\_\_\_\_\_\_\_\_\_. Today we will learn the necessary parts of a news report and look at the type of writing required.

**When writing your news report you need to organize your ideas in the ‘Inverted Pyramid’ structure...**

**When writing your news report...**

-The tone must be factual and informative

NO \_\_\_\_\_\_\_\_\_\_\_ of the reporter are allowed

-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ must be included to make the story clear

-The language must be formal

NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it should sound academic

-Write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (told from someone who was not involved)

NO personal pronouns: I, we, me, our

-Include short paragraphs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in length

**Each news report must also include the following parts:**

1) Masthead

2) Headline

3) Byline

4) Dateline

5) Photo

6) Caption

7) Quotation

9) Lead

**1) MASTHEAD**

* The masthead is the \_\_\_\_\_\_\_\_\_\_\_\_ font on the page
* It states the \_\_\_\_\_\_\_\_\_of the newspaper
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are used on all words

**2) HEADLINE**

* The headline is one sentence that \_\_\_\_\_\_\_\_\_\_\_\_what the news report is about
* Is written in \_\_\_\_\_\_\_\_\_\_\_\_ tense

Ex. House Passes – CORRECT

House Passed – INCORRECT

* Is the second largest font on the page

**3) BYLINE**

* The byline states the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The byline should be located \_\_\_\_\_\_\_\_\_\_the actual report
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ must be used for each name

**4) DATELINE**

* States the date that the story is \_\_\_\_\_\_\_\_\_\_\_\_ in print
* Is \_\_\_\_\_\_\_\_\_\_\_\_\_\_ not numerical form
* INCORRECT- 03/02/2013
* Located at the \_\_\_\_\_ of the report

**5) PHOTO**

* Needs to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to your news report
* Must be appropriate for school and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Should be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and encourage people to read the article

**6) CAPTION**

* Is located directly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Tells the reader what is \_\_\_\_\_\_\_\_\_ in the photo
* Is written in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* CORRECT: *“plans to swim…”*

**7) QUOTATIONS**

* Are \_\_\_\_\_\_\_\_\_\_\_\_ given by people connected to the news event
  + For example: an eye witness, the investigating officer, a neighbour etc.
* Must use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_that are being spoken and the punctuation
* Must include the speaker’s first and last name
* Must \_\_\_\_\_\_\_\_\_\_ who the speaker is in relation to the story

Example:

***After the car accident, Police Chief Joe O’Malley said “Jane is very lucky to be alive; we have never seen such a demolished vehicle before.”***

**8) LEAD**

* The lead is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of your news report
* It must include the \_\_\_\_\_\_ and summarize the main ideas of the report
* The lead must be specific
* Needs to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_