News Report: Planning Template

Name: _____

Headline: • **Statement summarizing report content** • **Subject and predicate**	
Subheading: • **Expands on headline**	
Byline: • **Name of Journalist**	

The Lead
• **Catches reader interest.** • **Highlights most important or up-to-date information.** • **Answers the 5 W's.** • **Consists of the first one or two paragraphs of the article.**

Who?	
What?	
When?	
Where?	
Why?	
How?	

The Body
• **Explains the lead.** • **Story events are rearranged in order of importance (i.e. the most important information comes first).** • **Details are provided in many short, independent paragraphs of two to three sentences each.**

Supporting Paragraph: • **One Important Supporting Fact or Detail**	
Supporting Paragraph: • **Another Supporting Fact or Detail**	

Quotation: • **Direct quote from a witness, participant, spokesperson, victim, etc.** • **Be sure to identify the person and his/ her connection to the event**	
Supporting Paragraph: • **Another, but Less Important, Fact or Detail**	
Quotation: • **Second direct quote**	

The Conclusion • **Consists of one summary paragraph of one to two sentences.** • **Outlines how the event was resolved and/or identifies future happenings due to the news event.**	
Resolution:	

Other News Report Conventions

- **Write in Third Person (Objective) Narration. Remember that you are a reporter whose job it is to report the facts that have been provided to you. Never give your opinion in a news article.**
- **Use non-connotative dialogue tags, like "said" or "says" to maintain the impression of your objectivity.**
- **When introducing information, remind the reader of your objectivity by acknowledging the sources of the information, (i.e. "according to one witness", "according to one source", "according to police").**
- **Include a photograph and a caption underneath the photograph that explains the photograph and its importance to the news event.**
- **Present the news article in column form with a "Justified" alignment.**
- **Write the news report in the past tense.**
- **Include action verbs to create interest.**
- **Include linking words that indicate time (e.g. yesterday, when, after, during, until, finally, before, etc.).**
- **Write in full sentences, using correct grammar, spelling, and punctuation.**

Now, using the information on this template, and the many instructional tips, begin creating a rough copy of your news report.

Then, word process a good copy of your news report.