TIPS   The News Report

1. **Read the headline carefully to clarify your purpose.**

   What is the <u>event</u> that has occurred?

2. **View the photo carefully to clarify your purpose.**

   What <u>information</u> about the event does the photo suggest?

   What will you say about this event in the report's <u>first sentence</u>, <u>body</u>, and <u>end</u>?

3. **Answer WHO-WHAT-WHEN-WHERE questions in your <u>first</u> few sentences.**

   <u>Who</u> is this event about? (Who is involved? A person? An organization or business?)
   <u>What</u> is the event? (It should specifically relate to the headline)
   <u>When</u> did the event occur? (It should be recent – usually "yesterday")
   <u>Where</u> did the event take place? (Was it in Stoney Creek? At a public or private place?)

   TIP - <u>Reword the headline</u> in your first sentence to stay focused and on-task.

4. **Answer HOW and WHY in the body of your report.**

   Include at least <u>two quotes</u> from witnesses and experts who know about the event or have an opinion about it. Only *they* can provide information about HOW or WHY something happened.

   Make up <u>people's names</u> to fill in the details. If you get stuck, look around the room and use the name of someone sitting nearby. Use the names of people and places you know.

   Use <u>paragraphs</u>. Each quote should be its own paragraph.

5. Remember your role as reporter.

Be like a camera. Report only the information you collect from witnesses and experts who are directly involved in the event or can tell you about it.

Be objective. Never share your personal opinion. Don't describe something as *wonderful*, *terrible* or *fantastic*. Do not congratulate anyone. Remain neutral and unbiased.

Do not use personal pronouns (I, we, my, you, our). Use these words only when someone else says them in a quote.

6. Remember your audience.

The audience is people who will read your report in a public newspaper. Your job is to inform them about the event. Give them all the information they need to understand what has occurred.

7. Watch your tone.

Your tone should be serious and professional. Do not use humour or sarcasm. Do not use rhetorical questions or exclamation marks.

8. Tell the readers what will happen next at the end of your report.

Tell your readers what will happen as a result of the event. What comes next?

REVIEW

☐ Have I shared the most important information at the beginning of my report and the least important at the end?
☐ Have I used all the lines provided?
☐ Have I proofread my writing? Have I used capitals, commas, and transitions effectively?
☐ Have I quoted at least two witnesses or experts?
☐ Have I introduced quotes properly?
(According to vice-principal Mark Harris, "…..")
☐ Have I used paragraphs?

The News Report

BEGINNING

← Announce the news <u>event</u> in the first few sentences, answering:
- <u>Who</u> was involved?
- <u>What</u> happened?
- <u>When</u> did it happen?
- <u>Where</u> did it happen?

MIDDLE

← <u>Interview</u> 2-3 witnesses or experts who can help answer:
- <u>How</u> did this happen?
- <u>Why</u> did this happen?

END

← Indicate what will happen <u>next</u> as a result of the event.