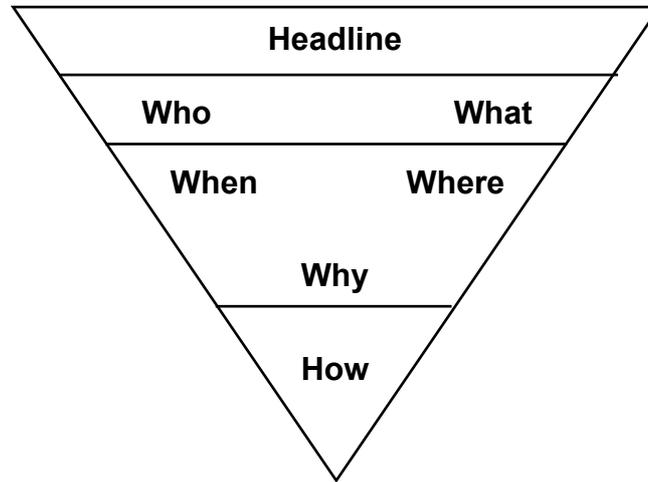


# What is a NEWS REPORT?

News reports are found in newspapers and their purpose is to inform readers of what is happening in the world around them. News reports have a certain structure that you need to follow. This structure is sometimes called the *Inverted Pyramid*. This is what it looks like:



1. News Reports begin with a catchy **HEADLINE**.

2. The **LEAD PARAGRAPH** informs the reader of the most important aspects of the story as soon as possible. The LEAD PARAGRAPH is often the only part of the story that people read. Use the 5Ws rule:

- **WHO** (is involved)
- **WHAT** (took place)
- **WHEN** (did it take place)
- **WHERE** (did it take place)
- **WHY** (did it happen)
- **HOW** (did it happen) – only include this if there is space

3. The **BODY** of the News Report gives more details and provides more information about the WHY and HOW of the story.

4. The **TAIL** contains the less important information which is often omitted by the newspaper editor if there is not enough space left in the newspaper.

## Hints

- Your News Report should be easy to understand; every news story should be able to be read by a twelve year old!
- Try to be fair – include both sides of the story and don't let your personal opinion get in the way of reporting the 'facts'.