

Remember - these are the things we need to include in a newspaper article/report:

EYE-CATCHING HEADLINE



ORIENTATION/OPENING PARAGRAPH

- Who?
- When?
- Where?
- What?
- Why?



MAIN BODY OF TEXT

- Chronological order (Time Adverbials)
- Past tense
- 3rd person
- Recounts events with description.
- Formal
- Facts (and opinions through quotes)
- Paragraphs



QUOTES/INTERVIEWS

- Direct speech – quote directly from the person; includes inverted commas. (I/We)
- Reported speech – not directly from them, but heard somewhere else. NO inverted commas (He/She/They)
- CHANGE OF PRONOUNS



RE- ORIENTATION/CLOSING PARAGRAPH

- Summarise the key ideas.
- Could end with what will happen next?
- Could end with a quote?
- Could end with a rhetorical question

Top tips!

LAYOUT



Does your newspaper contain an eye-catching headline?
Does it stand out from the rest of the text?



Have you written your report in columns?



Does your writing contain paragraphs?
Are they easily identifiable?



Include a byline at the end of the report.
(A byline is the name of who is reporting/
writing the article.)

By _____

ORIENTATION



Have you included the 5Ws?

1. Where?
2. When?
3. Who?
4. What?
5. Why?



Is the orientation in a paragraph of its own?



Does it make grammatical sense?



MAIN BODY



Is the report written in the past tense?
(The re-orientation maybe written in the present or future tense.)



Is it written in chronological order?



Is the news report written in the 3rd person?



Does it contain facts and opinions



Is it formal?



Have you written in separate paragraphs?

DIRECT & INDIRECT SPEECH

Direct Speech

1. Have you used inverted commas ONLY around the spoken words?
2. Have you remembered a capital letter AFTER the opening inverted commas?
3. Have you included an appropriate end punctuation mark BEFORE the closing inverted commas?
4. Have you included a reporting clause?
5. Are the spoken words written in 1st person?

REMEMBER: THE SPOKEN WORDS ARE WRITTEN IN THE PRESENT TENSE

Indirect Speech

(Reported Speech)

Have you reported what the character said and not the exact words they spoke?

Is it written in 3rd person?

Is it written in the past tense tense?

REMEMBER: NO INVERTED COMMAS AS NO-ONE IS ACTUALLY SPEAKING!