News Report

Key Points

1. Headline

• Catches your attention

• Sums up the story

2. Byline

- Writer's name
- Writer's speciality, eg. sports, food, crime, current events

• Date

3. Lead

- The opening section
- Gives most important information
- Should answer most of the 5W's

4. Body

- Supplies detail
- Most important details come first
- Simple true statements

5. Quotation

• What someone actually said

Adds accuracy

• Adds "at the scene" feeling

Example

