

You can use either of the checklists – do NOT use both.

Features of a Newspaper Report	
Feature	Colour
Headline	
Introduction	
Third person, i.e. he, she, they	
Past tense	
Paragraphs	
Quotes	
Facts	
Photo or Diagram	

Features of a Newspaper Report	
Feature	Colour
A short, snappy headline/title	
An introduction that sums up what the report is going to be about	
Written in the third person, i.e. he, she, they	
Written in the past tense	
Appropriate use of paragraphs for a change of focus or setting	
Quotes – what did different people have to say about it?	
Facts about what has happened using the '5 Ws': <i>who, what, where, when and why?</i>	
A photo or diagram that helps to show what the text (or part of the text is about).	

