

Features of a Newspaper Report		
Feature	Pupil	Teacher
Punctuation (.,:; " " ? !)		
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': who, what, where, when and why?		
A photo or diagram that helps to show what the text (or part of the text is about).		

Features of a Newspaper Report		
Feature	Pupil	Teacher
Punctuation (.,:; "" ?)		
Headline		
Introduction		
Third person, i.e. he, she, they		
Past tense		
Paragraphs		
Quotes		
Facts		
Photo or Diagram		