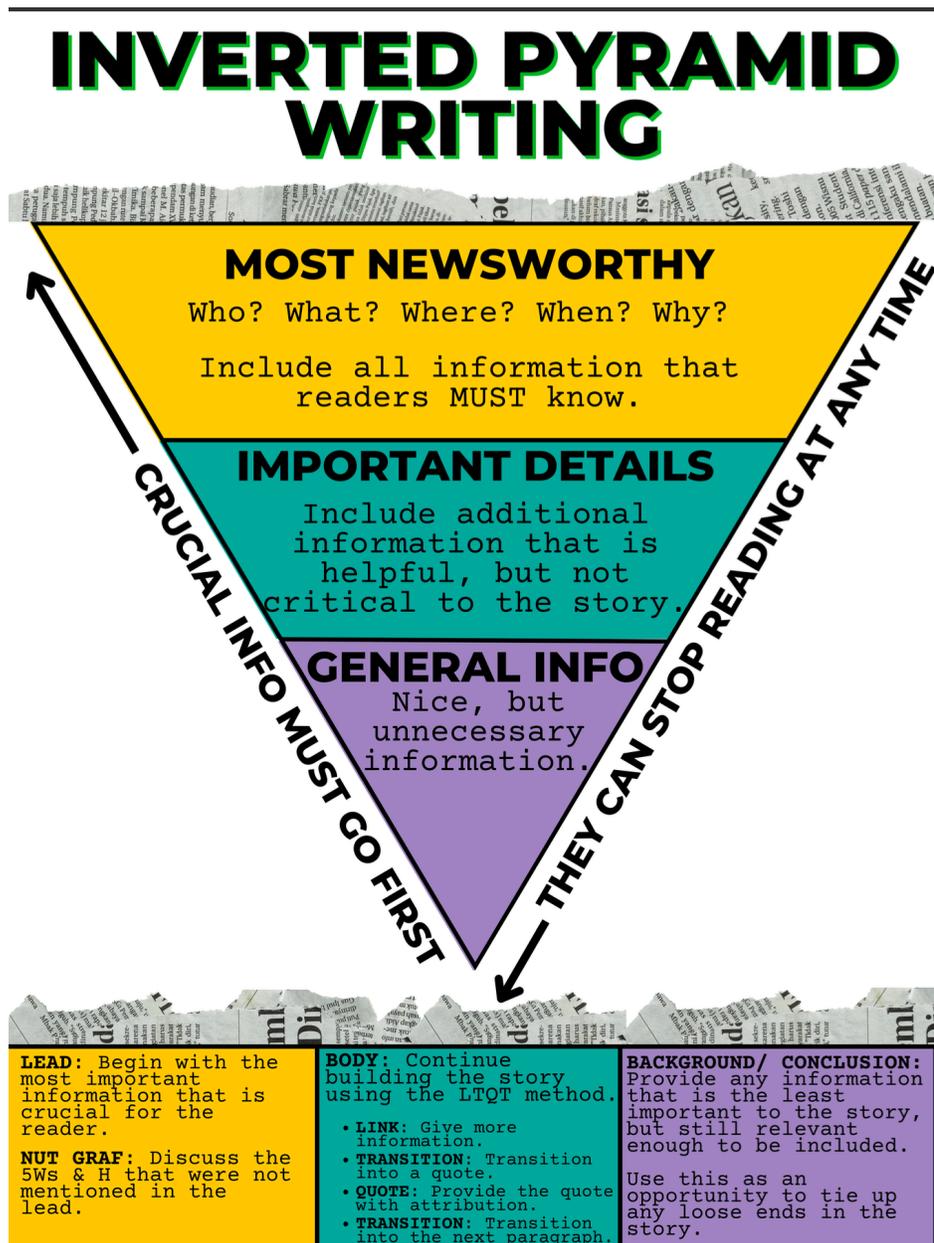


What is a NEWS REPORT?

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 least important information which is often omitted by the newspaper editor if there is not enough space left in the newspaper.