

WRITING A NEWS REPORT FOR HISTORY in 12 Easy Steps

1. *Research your topic and make notes (you should keep a reference of where you got your information from)*
2. *Organise your information around the following: WHO? WHAT? WHERE? WHEN? WHY? & HOW?*
3. *Check your facts. Use more than one source to make sure your information is correct.*
4. *Make sure you have enough detail and examples.*
5. *Organise the events in chronological order. Include dates where necessary – but remember in BC/BCE they would use another system of dating. (e.g. The year the great earthquake happened or The second year of Ramses rule.)*
6. *Use language suitable to the report. If you want to create a sensation – use emotive language (e.g. A woman from a nearby town said she recognised the face man who was a womaniser and lazy drunkard.) If you want to be more objective – use neutral language. (e.g. A woman said that she believed the body might have been a man called Christian.)*
7. *Create a suitable headline that grabs the reader's attention.(e.g. Glob's Body in the Bog,)*
8. *Write in short paragraphs arranged in column - .beginning with a clear introduction or LEAD and a conclusion that informs the reader of what will happen next. (e.g. The hunt will continue for clues to just who this mystery man really was.)*
9. *Include quotes. These can be created from information you have researched. (e.g. Imagine you have interviewed one of the local people. You could write: "I was astonished when the body was found. I did not know who it was, but I am hoping that Professor Glob will soon discover his identity, said Mr Johannes.)*
10. *Check for any spelling, grammatical and punctuation errors. If working on a computer use the spell check and grammar check facilities. Use the simple past tense (he ran) and perfect past tense (they had arrived).*
11. *Create a suitable graphic with a caption that relates to one important section of your story.*
12. *Ensure your presentation is neat.*

CHECKLIST:

- I have checked my facts in more than one source
- My news report is a story about an event
- I have a suitable headline and I have include a by-line (name of reporter)
- I have started with the most important information in my introduction.
- I have clearly identified the WHO? WHAT? WHERE? WHEN? WHY? & HOW? in my report.
- My report has quotes that give information and examples of what happened or how people felt.
- I have a clear conclusion that indicates what will happen next.
- My graphic is linked to my information in the story.
- I have created a suitable caption for the graphic
- The language I have used is suitable to my story and audience.
- I have checked my spelling, grammar and punctuation.

IF YOU WANT HELP ONLINE THEN GO TO

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