



Tips: Writing a News Report

Note: this year's updated OSSLT will have two *QUESTION BOOKLETS* and two *ANSWER BOOKLETS*. Be sure to record your work in the *ANSWER BOOKLET* section that matches the question!

The Task	 Did I...	 What I did / Next Steps
Headline of Article	<ul style="list-style-type: none"> ■ Circle Key Words 	Ex "left it blank" I Should Have...
The Picture	<ul style="list-style-type: none"> ■ Look at the whole image ■ Draw a 'plus sign' over it? Look at: <ul style="list-style-type: none"> ■ Who is in it? ■ Where was it taken? 	
Rough Notes	<ul style="list-style-type: none"> ■ Use a graphic organizer? ■ Jot point form notes? 	Ex. "left it blank" Next Time I'll...
Writing the Article	The Lead Clearly identify: <ul style="list-style-type: none"> ■ When (did it happen?) ■ Where (did it happen?) ■ Who (is involved?) ■ What (happened?) 	"Yesterday..."
	Follow up information. Explain: <ul style="list-style-type: none"> ■ Why (did it happen?) ■ How (did it happen?) 	
	Interviews / Quotes <ul style="list-style-type: none"> ■ Include direct quotes? ■ Identify who is quoted? ■ Give good information in the quotation? 	
	Last Paragraph <ul style="list-style-type: none"> ■ Close the article? ■ Give important information? ■ State why this is important to know? 	
Overall	<ul style="list-style-type: none"> ■ Write at least 3 paragraphs? ■ Write in complete sentences? ■ Write in third person? ■ Write my report in space provided in the <i>ANSWER BOOK?</i> 	