

## Reporting for Duty: The Headline News

*Learning objective: To identify and illustrate the key structural features of a newspaper report, including the headline, orientation, and image placement.*

Use this sheet to plan the layout of a front-page newspaper report. Think about where the most important information goes to grab the reader's attention.

**Draw:** Draw a layout for the front page of a local newspaper. Include a large space at the top for a catchy headline. Below this, sketch a box for a main photograph with a small line underneath for a caption. Draw two columns of lines to represent the body text. Place a 'Byline' near the top and a 'Dateline' (e.g., London, Monday 12th May) near the start of the first column. Use a clean, professional style.



*Label words: Headline · Byline · Lead Paragraph · Caption · Photograph · Columns · Dateline*

### Steps:

1. Why do you think the headline needs to be written in large, bold letters at the top of the page?
2. Identify which of the '5 Ws' tells us the time or date the event happened.
3. Look at your drawing: Where have you placed the 'Lead Paragraph' and why is it important to place it at the very start?
4. Label the area of your drawing where the journalist's name would be written. What is this feature called?

5. Explain the purpose of a caption underneath a photograph in a news report.