

Reporting the News: The Reporter's Guide

Grab your notebook and get the scoop—every story has a voice!

- The headline should be catchy and written in the present tense to grab the reader's attention immediately.
- The orientation (the lead paragraph) must answer the 5 Ws: Who, What, Where, When, and Why.
- Newspaper reports use a formal tone and are written in the third person, avoiding slang or chatty language.
- Include direct speech from witnesses or experts, punctuated correctly with inverted commas, to add authenticity.
- A photograph or illustration must always be accompanied by a caption that explains what is happening in the image.
- The report should be organised into narrow columns to make the text easier for the reader to scan quickly.

Did you know? Did you know? The very first printed newspapers appeared in the 17th century! Early reporters had to write by hand or use heavy metal letters to press ink onto paper, which meant they had to be very careful not to make any spelling mistakes.

Key vocabulary: Headline · Byline · Orientation · Columns · Fact-based · Direct speech · Caption · Formal tone