

Name:

News Report Organizer

Catchy Headline

Makes your audience want to read it.

Your Byline

Your full name and speciality. (Crime, sports, lifestyle...)

The Lead

The first paragraph, usually contains who, what, where and when...

The Body Paragraphs (2-4)

Will tell the why and the how, will contain more specific details, will contain quotes from witnesses.

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The Final Paragraph/Statement

Wrap it up, provide info on where readers can obtain additional information, extra details, future plans, further action...