

Golden Plains High School

Yearbook Class

How to Write a Newspaper Article

Newspaper Articles are quick and to the point. They do not include personal opinion—just the unbiased facts!

Steps to Writing for the Newspaper

Step 1: **Choose** a news event that you want to write about. This should be something that interests you

Step 2: **Research** the event. Gather as much information as you can about the event. This should include interviewing people involved in the activity/event. It is best to choose more than one source.

Step 3: **Headline** should grab the readers' attention. It should entice the reader to follow up and read the article. It is advisable to use a noun and action verb in the headline. Include a byline (by student name)

Step 4: The **Lead Paragraph** should grab the readers' attention and provide a clear and concise overview of the main points. This conveys to the reader what they will learn in the story. (It should contain the 5 W's and the H.) It can include a question or something unexpected.

Who? Who is the team? Who is the coach? Who are the prominent players? Who are the supporters?

What? What sport do they play? What is the competition?

Where? Where was the competition held? Where is the team normally based?

When? When was it held? How long have they been preparing? Are there any other important factors?

Why? Why are they in the competition? Is it relevant? In what way?

How? How did it go? How does the outcome affect the team? What do they need to do? How did they prepare?

Step 5: Explanation: After the lead paragraph, decide what other facts/details the reader might want to know. Make sure you include enough information to answer any important questions a reader might have after reading the headline/lead paragraph. Can/should include quotes from witnesses/bystanders. Make sure your information is accurate!!! Clarity is also important—do not confuse the reader.

Step 6: Include a Quote. Quotes should come from people involved in the event. Ask specific questions—not yes/no questions. Do NOT ask, “Will you give me a quote?” It is best to include a quote at the beginning of the article to capture attention and give perspective and again elsewhere throughout the article to tie it all together.

Step 7: Additional Information/Wrap-Up the story.

Compare/Contrast information about a similar event. Finish your story by describing the impact/consequence/future of the event. What was the result? What happens next?

Step 8: Timeliness:

It is very important that news articles are written and published in a timely manner. If the event was over a week ago, it is no longer ‘News’

OTHER TIPS

It’s about the people! News stories tell how people are affected.

Emotion. Don’t forget the human element!

Have an angle. Most stories can be presented using a particular angle or “slant.” This can help give the story a clear focus.

Remain Objective. Stay completely impartial. Don’t use I or Me unless in a quote.

Quote People. Helps give perspective. Best to include quotes from more than one person for validity and objectivity.

Don’t get Flowery. Keep your sentences and paragraphs short and to the point. Don’t use a lot of heavily descriptive language.

Accuracy. Information **MUST BE ACCURATE!** Make sure you check your facts. Make sure you spell people’s names/school/mascots etc. correctly. Do not include information that you cannot verify!!!! **PROOFREAD!**

Clarity. Think about what you write. People don’t want to spend a lot of time reading newspaper articles—they want their information in a clear, concise manner. No need for big words or long sentences.

Proofread!!! Read your story out loud to yourself or someone else. This helps find errors, organize information, and spot lengthy sentences or difficult words.