

Newspaper Report Planning Template

Headline (Powerful language to capture the reader's attention; could include alliteration or wit.)

Byline (Writer's name, speciality, e.g. Sports reporter or Food correspondent.)

Lead (Opening paragraph briefly telling the reader Who? What? Where? Why? When? How?)

Body (Main part of the story that includes more information and detail. Try to include quotes from experts and witnesses.)

Picture and Caption (You may want to include a picture and caption here.)

Tail (Recap important parts and make links to the future of the story.)

Newspaper Report Planning Template

Headline (capture the reader's attention)

Byline (writer's name and speciality)

Lead (Who? What? Where? Why? When? How? Keep it brief)

Body cont.

Body (add more information and detail including quotes)

Picture and Caption (you may want to include a picture and caption here)

Tail (summary)

Newspaper Report Planning Template

Headline

Byline

Lead

Body cont.

Body

Picture and Caption

Tail