This template helps students organize their thoughts and ensure their news report covers all necessary elements.

[Headline]

(Your headline should be concise and grab the reader's attention. It should summarize the main point of the story.)

By [Your Name]

Date: [Insert Date]

Lead Paragraph:

(Answer the 5 W's: Who, What, When, Where, Why. This paragraph should provide the most important information and set the tone for the rest of the article.)

Body Paragraphs:

(Expand on the details introduced in the lead paragraph. Include additional information, quotes from interviews, and any relevant data or background. This section should be organized in order of importance, with the most critical details coming first.)

1. **Paragraph 1:** (Provide more context or background information. You may include a quote from an expert, witness, or participant.)

2. **Paragraph 2:** (Discuss the impact of the event or issue. Include more quotes or statistics to support your points.)

3. **Paragraph 3:** (Explain any actions taken or responses to the event. What is expected to happen next?)

Conclusion:

(Summarize the key points of the report. You may also include a final quote or a call to action, if appropriate.)

Additional Information:

(If there's any related information that didn't fit into the main body, such as further reading, links, or acknowledgments, include it here.)

Image Caption: (If using an image, describe what it shows and how it relates to the story.)

Contact Information: (If applicable, include details on how readers can reach out for more information.)