

Read all about it!

Study a real-looking report, plan your own, then write it like a journalist.

NAME _____ CLASS _____ DATE _____

LEARNING GOAL

Write a clear newspaper report that tells events in order.

SUCCESS CRITERIA

- ☐ I can name the six features of a news report.
- ☐ I can plan the 5 Ws and the order of events.
- ☐ I can write a report with a quotation and a look ahead.

1 Meet the model report

READ

Read the report twice. Each numbered mark points to a feature. Read about each feature in the sidebar.

Rooftop garden wins school a national award ¹

² Pupils at Brackenmoor School have turned a bare, flat roof into a buzzing garden, and the judges say it is the best school growing project in the country.

— BY THE YEAR 8 NEWS TEAM

Last Friday, pupils at Brackenmoor School won the 'Young Growers' Prize, a national award, for the garden they have built on their school roof. The judges chose it because it grows food for the school kitchen and gives bees a safe home. ³

The project began two years ago, when the school council asked whether the empty roof could be used. First, engineers checked that the roof was strong enough. Next, pupils carried up forty raised beds. After that, they spent the spring planting beans, herbs and wildflowers. ⁴

“ Now I check the beans every morning before registration.

A YEAR 8 GARDENER

"I used to think gardening was boring," said one Year 8 gardener. "Now I check the beans every morning before registration." ⁵

The prize money will pay for a rainwater tank. Next term, the team plans to add a bee hotel and share seeds with other schools in the area. ⁶

ANATOMY OF A REPORT

- ¹ **Headline.** Short, present tense, no full stop.
- ² **Standfirst.** One bold sentence sums it up.
- ³ **Opening.** Answers the 5 Ws: who, what, where, when, why.
- ⁴ **Chronological middle.** Events in time order, with time connectives.
- ⁵ **Witness quotation.** Exact words, and who said them.
- ⁶ **Closing.** Looks ahead to what happens next.

2 Find the 5 Ws in the opening paragraph

CHECK

5 marks

WHO?

WHAT?

WHERE?

WHEN?

WHY?

Fictional writing model: Brackenmoor School, the award and every quotation are invented. For a real report, verify facts and obtain approved quotations.



Plan your report

NAME _____ CLASS _____ DATE _____

3 Choose a story and gather the facts

PLAN

Use a real event, or circle one:

The school hall floods

A class pet goes missing

A record-breaking walk

WHO? Use roles, such as "a Year 7 pupil".

WHAT HAPPENED? The main event.

WHERE? The place, as exactly as you can.

WHEN? Day, date or time of day.

WHY? What caused it, or why it matters.

HOW? An extra detail readers will want.

4 Plan your paragraphs

PLAN

Paragraph 2

What happened first?

Paragraph 3

What happened next?

Paragraph 4

Who said what?

Paragraph 5

What happens next?

JOINING WORDS**TIME**First · Next · After that ·
Later · Meanwhile · Finally**CAUSE**because · so · as a result ·
therefore**SAYING**said · explained · added ·
admitted · According to ...

5 Draft the headline and standfirst

DRAFT

TWO HEADLINE TRIES Short, present tense, no full stop.**STANDFIRST DRAFT** One sentence that sums up the story.

NEWSPAPER NAME _____ REPORTER _____ DATE _____

HEADLINE _____

STANDFIRST

QUOTATION, THEN LOOK AHEAD

- ☐ **Headline:** short, present tense, no full stop
- ☐ **Standfirst** sums up the story
- ☐ **Opening** answers the 5 Ws
- ☐ **Middle** in time order, past tense, with connectives
- ☐ **A quotation**, and who said it
- ☐ **Ending** looks ahead