**News Report - Planning Template**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Headline** | |
| **Introduction** | |
| **What?** |  |
| **Who?** |  |
| **When?** |  |
| **Where?** |  |
| **Why?** |  |
| **Body** | |
| **How? Why?**  **Events**  *-sequence of events in time order*  -Event 1  -Event 2  -Event 3… |  |
| **Quote**  *- from someone involved or witness* | Who:  Quote: |
| **Conclusion** | |
| **Concluding Statement** |  |

Language Features

* action verbs , past tense
* linking words to do with time

(*e.g., yesterday, when, after, during, until, finally, before…*)