

10 steps to writing a news story



Read the text.

Put the verbs in their appropriate place at the beginning of each paragraph: Decide, Deliver, Do, Check, Copyedit, Find, Make, Proofread, Select, Write.

News has a particular way in which it presents information. Therefore, writing a news story or an article is different from other types of texts. The news writer should give all the important pieces of information while being careful to keep everything short and precise. Here are the steps to write news like a journalist.

1 _____ the story carefully. News should be recent, interesting and important for you and your readers.

2 _____ your research. If you want an informative and well-written text, you should know as much as possible about the topic. A good place to start are the 6Ws: Who? What? Where? When? Why? How? Answers to these questions will give you the basic facts.

3 _____ people to help you. All good journalists have their sources. Along with research, it is important to get the views of those who are involved in the story – they can give you a more in-depth view. If possible, arrange for interviews.

4 _____ other texts on the same subject. You don't want to repeat something that another writer has already done. In order to have a fresh viewpoint, you need to know how others cover the same news.

5 _____ an outline of your article. In this step, you roughly decide what information goes where, and which facts you do not need. A good structure for a news story is the so-called “inverted triangle.” This means that you put all the most important information at the beginning.

6 _____ who you are writing for. For a news story to be noticed, it has to speak to the right people. You need to know who is most likely to read your article, and write it for them.

7 _____ the story. Always have a strong first sentence to attract your readers. Then follow with relevant information, and your view of the news. Finally, add extra information for those who want to know more. End your article with one or more sentences that wrap up everything you have talked about.

8 _____ what you have written. You need to find all the weak spots, and polish your text as much as you can. A helpful tactic is to read it out loud, because it is easier to hear than to see where it does not flow. Delete everything that is not absolutely necessary.

9 _____ the text. This is the part where you check spelling, grammar, and punctuation. It does not need to be perfect, but it should not have many obvious mistakes.

10 _____ the article. Be careful about any agreements on when the article should be handed in, the number of words it should have, and whether or not you need to provide photos as well.



Task:

Use the ten steps to write an article about something that has recently happened at your school, neighbourhood, or town.