



Newspaper Report Texts Checklist



Headline	
Written in the past tense and an impersonal style	
First word in capital letters	
The opening is packed with interesting information (what, who, when and where?)	
Contains facts	
Events are told in time order	
Quotes from the people involved	
Capital letters and full stops	
Final paragraph sums up the story so far	
Ends with the reporter's name and job title (Report by _____ local news reporter)	

