

### How to Write a Newspaper Article

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

1. Write a short article in newspaper format. The piece is to be 200 words or less.
2. Once the rough piece has been written, type it on a computer and run spell check and grammar check. Use your computer tools and place the text within a 'FULL' format.
3. Check for the following:
  - is the title captivating,
  - is the title in bold
  - does the headline use proper capitals
  - is the headline centered
  - does the headline capture the reader's attention
  - does the byline use your real first name and an imaginary last name
  - have you stated the location and name of the paper
  - does the leading paragraph answer the 5 W's (if so write down what they are in order to ensure that they are clearly stated)
  - does your story have paragraphs
  - does your story avoid first person narration
  - can you find at least five vivid words or phrases
  - is there a quote or citation from " a person or institution of authority"
  - does your closing paragraph have a powerful completion
4. After making revisions and editing your work print the 'good' copy and share it with a peer. The more suggestions they make, the better your article will become... so stress that they are to point out any discrepancies and parts of your article that does not appear clear to them.
5. Make the new revisions. Print your 'good' copy and hand it in to the teacher who will make further suggestions.
5. Make new revisions. Print your completed copy and place it in your portfolio. Smile at yourself for doing such good work!