

Characteristics of **Newspaper Report**

Purpose: To **inform** the reader

- Parts:**
- *Heading
 - short
 - eye-catching
 - gives the reader some idea what the report is about
 - (alliteration can be used)
 - *Sub-headings
 - to help organise information
 - *Content
 - Who? What? Where? When? Why? How?
 - Most important information goes first (information becomes less important as you go down)
 - Editing – ends sometimes cut off if editor runs out of space

Features:

- *Clear and easy to follow (as it is written for a large audience)
- *Should be balanced (don't take sides!)
- *Past tense (it *has* happened)