

Newspaper Report Writing

Headline (Title)(Short, catchy, and summarizes the main event)

By (The name of the reporter)

- **Lead (Introductory Paragraph)**

- **Who** is involved?
 - **What** happened?
 - **When** did it happen?
 - **Where** did it happen?
 - **Why** is it important?
 - **How** did it happen?
-

- **Body of the Report**

- More details about the event.
- **Who else** was involved?
- **What else** happened?
- **Quotes** from people involved (if any).
- **Describe** the event in order (chronologically or by importance).

- **Conclusion**

- Summarize or give a closing remark.

Example

Greenfield School Holds Annual Talent Show

By Emily Turner, Reporter

March 1, 2025, Greenfield School, Pune: Greenfield School conducted its much-awaited Annual Talent Show on Thursday, March 1, 2025. The event, which was held in the school auditorium, was attended by students, teachers, and parents, making it a memorable occasion for all.

The Talent Show, which began at 10:00 AM, was inaugurated by the school's Principal, who addressed the audience with an encouraging speech. "This event allows our students to showcase their creativity and confidence," he said. The first performer, 6th grader Rohan, thrilled the crowd with an impressive magic trick. His performance received a round of applause from everyone in the audience.