What is a newspaper report?
A newspaper report is an account of important events as they occur. The purpose of this text is to inform the public of the latest news or developments in a topic of interest. Written by a journalist, these texts are published by news agencies in newspapers and online.

Voice
Newspaper articles are written in third person (he, she, him, her, his, her, they, them, their). First person (I, me, my, we, us, our) is used when a person’s words are being reported as a quote.

Language & Grammar
- Usually objective language without bias. Can reveal bias with use of opinions from author (eg. foreign, hostile land, aggressive policy).
- Related to what happened: time, place, people, involved, actions.
- Written in columns and in short paragraphs that are usually one sentence long.
- Simple vocabulary is used; jargon is avoided.
- Word choice is concise and economical.
- Complex and compound sentences should be used on limited basis.
- Direct speech used for quotes.
- Contractions are not used unless in direct speech (didn’t, it’s, that’s, we’ll).
- Past tense action verbs to retell events (eg. captured, banned, decided, proposed).
- Mostly uses a blend of past, present and future tenses as appropriate.

Structure and Organisation

| Introduction | • **Headline**: to identify the focus of the report  
|             | • **By-line**: to identify the journalist writing the report  
|             | • **The lead**: a short paragraph explaining *who, what, where, when, why* and *how* in relation to the news event. Each question may not apply in every story, but every lead should answer *what, where and when*. Length is 20 – 30 words. |
| Body        | • Uses the ‘inverted pyramid’ structure which **ranks information** in order of **most important to least important**  
|             | • This includes factual details to expand on the story and quotes from observers or witnesses  
|             | • Often accompanied by captioned pictures |
| Conclusion  | • Is the least important information in case the article is shortened to fit into the newspaper at the last minute  
|             | • However, this paragraph can make reference to consequences |