

## **How to Write a News Article**

### **Article outline**

#### **I. Lead sentence**

Grab and hook your reader right away.

#### **II. Introduction**

Which facts and figures will ground your story? You have to tell your readers where and when this story is happening.

#### **III. Opening quotation**

What will give the reader a sense of the people involved and what they are thinking?

#### **IV. Main body**

What is at the heart of your story?

#### **V. Closing quotation**

Find something that sums the article up in a few words.

#### **VI. Conclusion** (optional—the closing quote may do the job)

### **Steps to Write a News Article:**

1. Select a newsworthy story. Your goal is to give a timely account of a recent, interesting, and significant event or development.
2. Think about your goals and objectives in writing the story. What will the readers want and need to know about the subject? How can you best tell the story?
3. Find out who can provide the most accurate information about the subject and how to contact that person. Find out what other sources you can use to obtain relevant information.
4. Do your homework. Do research so that you have a basic understanding of the situation before interviewing anyone about it. Check clips of stories already written on the subject.
5. Prepare a list of questions to ask about the story.
6. Arrange to get the needed information. This may mean scheduling an interview or locating the appropriate people to interview.
7. Interview the source and take notes. Ask your prepared questions, plus other questions that come up in the course of the conversation. Ask the source to suggest other sources. Ask if you may call the source back for further questions later.
8. Interview second and third sources, ask follow-up questions, and do further research until you have a understanding of the story.
9. Ask yourself, “What’s the story?” and “What’s the point?” Be sure you have a clear focus in your mind before you start writing. Rough out a lead in your head.
10. Make a written outline or plan of your story.
11. Write your first draft following your plan, but changing it as necessary.
12. Read through your first draft looking for content problems, holes, or weak spots, and revise it as necessary. Delete extra words, sentences, and paragraphs. Make every word count.

13. Read your second draft aloud, listening for problems in logic or syntax.
14. Copyedit your story, checking carefully for spelling, punctuation, grammar, and style problems.
15. Deliver your finished story to the editor before deadline.

### **Headline:**

Headlines should be clear and specific, telling the reader what the story is about, and be interesting enough to draw them into reading the article.

- 5-10 words at the most.
- Should be accurate and specific. Example: [City Council to Cut Taxes](#)
- Use present tense and active verbs, but don't start with a verb.
- Use infinitive form of verb for future actions. Example: [Convention to Create Jobs](#)
- Do not use articles - *a, an, the*
- Do not use conjunctions like *and* - you can substitute a comma. Example: [President Declares Peace, Holiday](#)
- Should be complete sentences or imply complete sentence.
- Avoid repetition - Headlines summarize; they don't repeat the lede. Example: [Rays Win](#) - not [Rays Win Final Game of Playoffs](#)
- Don't use unidentified pronouns. Example: [They Win Pennant!](#)

### **Reference:**

<https://libguides.southernct.edu/journalism/howtowrite>

<https://spcollege.libguides.com/c.php?g=254319&p=1695321>