

ENGLISH · GRADES 3–5

# Newspaper Report

Headline · Lead · Quote · Detail

## The five parts

1

### Headline

Short, punchy, present tense. Catch the reader.

*Example: FIRE TRUCK SAVES STRANDED KITTEN*

2

### Byline

The reporter's name and the date.

*Example: By Sam Carter, 12 March 2026*

3

### Lead (or 'standfirst')

The most important sentence. Should answer: WHO, WHAT, WHERE, WHEN.

*Example: A two-year-old kitten was rescued from an oak tree in Jefferson Park yesterday afternoon by the local fire department.*

4

### Body

The details — HOW and WHY. 2–3 paragraphs.

*Example: Use simple language. Most important info first.*

5

### Quote

Something a real person said. Adds drama and credibility.

*Example: "I was just walking my dog when I heard the meowing," said local resident Maria Diaz.*



**Plan your headline**

Try 3 different headlines. Pick the punchiest. Six words or fewer.

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**Write your lead (1–2 sentences)**

Cover WHO, WHAT, WHERE, WHEN. Don't start with 'It'. Start with the most interesting fact.

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**Body — what happened?**

Two paragraphs of detail. Most important info first.

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**Add a quote**

Make up a realistic quote from someone who would have been there. Use "...".

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