

****Worksheet: OUTLINING A NEWSPAPER ARTICLE****

Name: _____

Directions: 1) Look over this worksheet to understand what happens in each part of a news story.
2) Later, fill out this worksheet to help you organize your info for your news article.

HEADLINE: Summarizes story in one brief phrase (present tense, avoid extra words, <u>not</u> a pun)	
BYLINE: States writer's full name	DATELINE: States when and where story takes place
LEAD: First paragraph (or two) of the story. Should answer at least 3 of the 5 W's. Goal is to be informative.	
PARAGRAPH 2 (and 3 if you need it): Answers rest of the 5 W's not answered in the lead paragraph(s).	
1st QUOTE: Use most informative, interesting, or important quote first. Say who said it and in what context.	
BACKGROUND: Should be several paragraphs. Explains history, background, and bigger picture of the story. May use quotes here if they help explain background info.	

VIEWPOINTS: Should be several paragraphs. Explain the sides or different views (opinions) on the story, using quotes and information/facts.

REMAINING INFORMATION/QUOTES: Include rest of information you have about the story, including quotes, going from most important to least important. This is also where to include more “colorful,” less vital, info.

END: Story ends after last quote or fact. There is no formal concluding sentence or paragraph.