

Features of a Newspaper Report

1. A Headline

Headlines are used to capture the reader's attention. They tell the reader the subject of the story in as few words as possible. Headlines usually use alliteration, rhyme or a pun.

Porridge Pincher appears in court!

2. Orientation and reorientation

Starts with orientation such as scene-setting or establishing context. Usually covers the 5 Ws—Who? What? Where? When? Why? Often ends with a reorientation e.g. closing statement.

Earlier today, Goldilocks was taken to Porridge Court to await future sentencing for the supposed burglary and her subsequent actions whilst inside; however the main question that everyone is asking : were her 'crimes' so terrible she deserves punishment?

3. Chronological Order

Information is organised into paragraphs and presented in chronological order. This means that the writer will tend to use adverbials of time to show order.

4. Tense

The majority of the report should be written in past tense as the events have already happened. However there may be times when it is appropriate to write in present tense or future tense.

Past tense

These events were reported to Tell-Tale Police by the Three Bears upon arrival to find their house.

Present tense

Miss Locks claims that she was lost in a dangerous place at the time.

Future tense

It is thought that the only options are that Goldilocks will walk free or be sent to juvenile prison.

5. Conjunctions and conjunctive adverbs

Use of conjunctive adverbs and conjunctions allow the writer to add detail and link their ideas to create cohesion for the reader.

Conjunctive adverb

The jury are still yet to convene to make the final decision; hence, why it cannot be reported in this issue.

Co-ordinating conjunction

Residents of Taleville share mixed views about the situation and are hoping a suitable outcome will arise.

Subordinating conjunction

Miss Locks claims that she only sought refuge when she stumbled across Bear Cottage.



6. Parenthesis and relative clauses

The use of parenthesis and relative clauses allows the writer to add detail or explain aspects of their writing. Punctuate your parenthesis using commas, brackets or dashes.

Mommy Bear told inspectors that they had made their porridge (which was too hot to eat at the time) and then left their home shortly after 7:00am.

7. Passive voice and subjunctive form

These are used to create a formal tone.

Passive

These events were reported to Tell-Tale Police by the Three Bears.

Subjunctive

Following her arrest (up to now) police have advised all to stay out of Fairytale Woods pending investigation as to why Miss Locks was in such 'grave danger'.

8. Quotes

Quotations tell us what has been said and who said it. They can help to tell the story by giving the reader the opinions of the people involved.

Daddy Bear stated, "As if breaking in to our family home wasn't enough, she tried and ate our breakfast; broke my son's favourite chair and then slept in our beds! These are not acts of an innocent girl: she is a nuisance and she must have her comeuppance!"