

Choose a name for your newspaper – make the name bold and eye-catching.

Headline – try to use alliteration, rhyme or a pun.

Sub-headline – give a bit more information about what the report is about.

Include an introductory paragraph that includes the 5 Ws: who, what, where, when and why.

Include detailed information about the main events, in chronological order.

Write in the past tense and in the third person.

Try to add examples of both direct and reported speech.

Use formal language.

Include picture and caption

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Write a conclusion paragraph to explain what might happen next.

Include the reporter's name.