

## Lesson 18 The Writing Process: News Report

A **news report** tells the facts about something that has happened. A news report might be about a natural disaster, such as a storm or earthquake. Or, it might be about the circus that came to town.

Before you write a news report, review the steps of the writing process.

**Prewrite:** Choose a topic. Collect ideas. Make lists or charts. Organize ideas.

**Draft:** Write ideas down on paper in sentences.

**Revise:** Fix mistakes in draft. Add details. Change things around to make the writing better. Rewrite the sentences.

**Proofread:** Check for final mistakes in spelling, capitalization, and punctuation.

**Publish:** Make a final, error-free copy. Share with readers.

### Prewrite

Every city, town, and village in the world has news, even if it is important only to the people in that place.

What news report would you like to write? Will you choose to write about a famous person or a person you know? You could write about penguins in Antarctica, the fish in a local river, a new invention, or a very old machine. Write some possible topics for news reports here.

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_____	_____
_____	_____
_____	_____

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Look over the ideas you recorded on page 93. Which one seems the best? Choose one and write it below.

My idea: \_\_\_\_\_

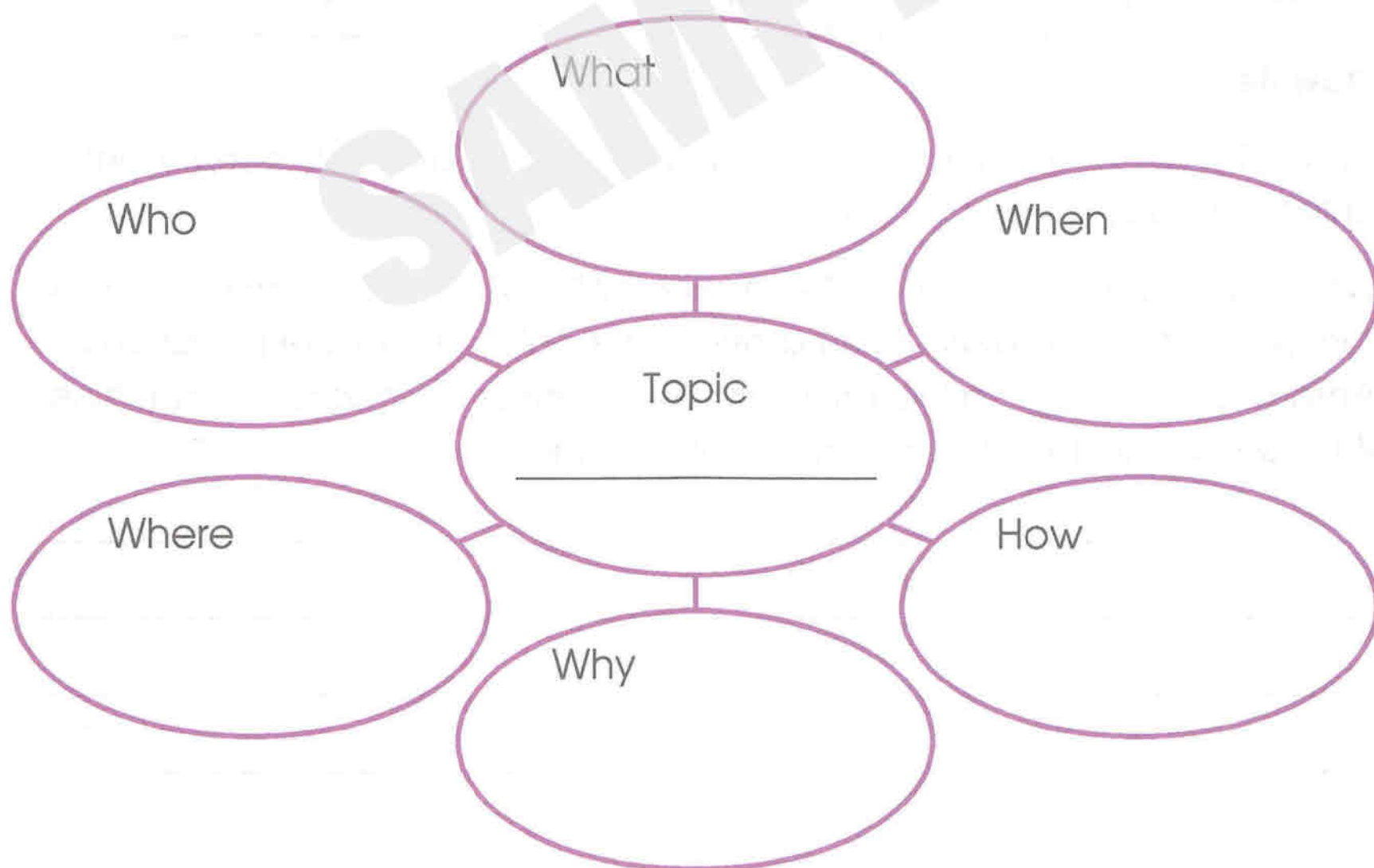
What do you already know about this topic? Write down pieces of information that you know.

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Now, what do you need to find out about your topic? Think of questions that you would like to answer in your news report. Write them in the web below. These questions will help you research your topic.



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Find three good sources of information that will help you answer the questions you wrote on page 94. They could be people to interview, books, magazine articles, online encyclopedia articles, or good Web sites. Ask a librarian or an adult to help you find three sources.

Read each source. Then, write its title at the top of a note card below. Take notes about the information you learned. Do not copy directly from your source. Instead, put the information in your own words.

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Title: \_\_\_\_\_

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Title: \_\_\_\_\_

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Work with the notes you took on page 95 and the information you already knew from page 94. Put all your facts in order from most important to least important. Write each fact under one of the categories below.

Most Important

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Very Important

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Less Important

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Less Important

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Least Important

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## **Lesson 18** The Writing Process: News Report

### Draft

Write your news report on this page. Continue on another sheet of paper if you need to. As you write, look at the chart on page 96 to keep your ideas in order. Do not worry about misspelled words or punctuation for now. Just write your ideas down in sentences and in order. Do not forget to write a good ending, or conclusion, for your report.

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Write an idea for a headline here. You can change it later.

Headline: \_\_\_\_\_

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### Revise

People who write news reports know that they must look over their work carefully. Once it is printed in the newspaper, it is too late to fix a mistake. So, they reread their news reports and think about ways to make them better. Here are some questions to ask about the first draft of your own news report. If you answer “no” to any of these questions, those are the areas that might need improvement. Feel free to make marks on your draft, so you know what needs more work. Ask a friend to read your draft and answer the questions, too.

- Does your news report answer the questions *Who?*, *What?*, *Where?*, *When?*, *Why?*, and *How?*
- Is the information in your news report organized by order of importance? Do details fit together in a way that makes sense?
- Does your news report begin with a sentence that grabs readers’ attention and makes them want to keep reading?
- Will readers get the idea that you are interested in this topic? Did you give them a sense of why the topic is interesting?
- Did you use verbs and nouns that really say what you mean?
- Did you read your news report out loud? Did you include sentences of different lengths to make it sound interesting?
- Did you include a conclusion?

First, focus on making sure your information is correct and that it will be clear to your readers. Look back through your draft and underline the facts. Are you sure about all of them? Do you need to check your sources again? Now is the time to make sure everything is correct. Write a revised draft on another sheet of paper.



**Lesson 18** The Writing Process: News Report**Proofread**

Now, correct the last mistakes. Proofreading is easier if you look for just one kind of error at a time. First, read through your revised draft once for capital letters. Read it again for end punctuation. Read it again for spelling. Here is a checklist to help you as you proofread your revised news story.

- \_\_\_ Each sentence begins with a capital letter.
- \_\_\_ Each sentence ends with the correct punctuation (period, question mark, or exclamation point).
- \_\_\_ Each sentence states a complete thought.
- \_\_\_ All words are spelled correctly. (If you're not sure, check a dictionary.)

When proofreaders work, they use certain symbols. Using these symbols makes their job easier. They will make your job easier, too.

- T three little lines under a letter mean that something should be capitalized. Write the capitalized letter above it.
- If there is a period missing, do this ◦
- Can you insert a question mark like this?
- Don't forget your exclamation points!
- Fix misspelled words like ~~his~~<sup>this</sup>.

Remember to read your writing out loud, even if there is no one to listen. Sometimes, it is easier to catch mistakes when reading out loud.

Newspaper reporters have editors who proofread their work. Ask an adult to be your editor. Use his or her suggestions when you write your final draft.

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**Publish**

Write a final copy of your news report here or type it on a computer. When you are finished, share your news report with readers who will find the information useful.

SAMPLE