

# Features to watch out for in a newspaper report

- Attention-grabbing headline.
- Factual – giving information, answering the questions: Who? What? Where? When? How?
- Keeping the story exciting and the pace fast so the reader does not get bored.
- Clear sentences, not too long and complicated.
- Direct quotes from witnesses or reported speech where a direct quote has not been obtained.
- Short paragraphs to break up the text.
- Clear conclusions.
- **Style – can be chatty or formal**

<b>Chatty</b>	<b>Formal</b>
<ul style="list-style-type: none"><li>• Direct speech.</li><li>• Active voice to say exactly who did what.</li><li>• Shorter sentences.</li><li>• Informal language (e.g. contractions such as 'don't' or 'wouldn't').</li></ul>	<ul style="list-style-type: none"><li>• Reported speech.</li><li>• Passive voice to avoid saying who or what was the cause.</li><li>• Longer sentences.</li><li>• Formal language with no shortened forms.</li></ul>