

News writing guide and template

Print a photo or draw a picture that sums up your story and will grab people's attention.

Add a short, punchy caption that explains what the picture shows. Don't forget to credit the photographer.

Your attention grabbing headline goes here. Write it big so it fills the box.

By [the writer or writers' names]

Write your story. Remember, tell the whole story in your first paragraph while keeping it as short as you can.

Add more details in the paragraphs that follow.

Keep adding more paragraphs. You could include quotes.

You could write your story across all three columns or turn this column into a box with fast facts that relate to your story.

You could also add an extra photo in this space.

