## **Newspaper Report Planning Sheet**

Headline (short to the point/snappy):

Sub-heading (similar to headline above but a little longer – more detail):

By Line (Author who wrote it):

Orientation (Lead paragraph summarising the story):

Body of report (full account of the events):

Sources of information (quotes from people, pictures, diagrams, etc):

Conclusion (what is happening now or might happen in the future):