



# NEWS REPORT PLANNING SHEET



**Opening Paragraph/Introduction (Who? What happened? When? Where? Why?)**


**Quotes (Direct & Reported Speech)  
Eyewitness Statements direct speech (child)**


**School Response, Reported Speech:**

**A teacher stated that....**


**Closing Sentence**


**Self-Assessment Checklist**

Tick each box: -  I included the 5 Ws. -  I used formal language. -  
 I added at least one quote. -

I used paragraphs. -  I checked my punctuation. -  My ending summarises the situation.