**News Report - Planning Template**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Headline**  |
| **Introduction**  |
| **What?**  |  |
| **Who?** |  |
| **When?** |  |
| **Where?** |  |
| **Why?**  |  |
| **Body** |
| **How? Why?****Events***-sequence of events in time order* -Event 1-Event 2-Event 3… |  |
| **Quote***- from someone involved or witness* | Who: Quote:   |
| **Conclusion** |
| **Concluding Statement**  |  |

Language Features

* action verbs , past tense
* linking words to do with time

(*e.g., yesterday, when, after, during, until, finally, before…*)