

News Writing

Name:	
_	5 /
Period:	Date

Basic News Style: Inverted Pyramid

Newspaper articles are written using an **inverted pyramid format** as shown below. The most important information is at the top (beginning of article) and the least important information is at the bottom (end of article). Has the ability to undergo **cutoff test** (removing last section(s) of story to quickly shorten story).

Simple
Most Newsworthy Info Who? What? When? Where? Why? How?
Other General Info Background Info

Primary Lead

(25-40 words: keep it short and to the point)

- 1. Summary of who, what, why, when, where and how (or as many available for use without cluttering the lead) or
 - 2. Single outstanding fact.

Secondary Lead Continue

Outline of story began in primary lead: a summary of important facts.

Review Of (continuing story)

Condensed statement on outline of story written so far

Details

- 1. Identify of further identify all people and places fully. Be sure all information is (a) accurate, (b) concise, (c) objective, (d) timely, (e) pertinent, and (f) interesting.
 - 2. Attribute both direct an indirect quotes.
 - 3. Begin chronological story if telling of game or meeting.

Cutoff Test
Cutoff Test
Cutting of or removing last
Section(s) of story to quickly
Section(s) of story

Background

This is pertinent information not directly related to this event, but useful in understanding the event.

Lesser Details

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Inverted Pyramid Checklist

When you write an inverted pyramid news story, use the following checklist to make sure that you have done it

When you write an inverted pyramid news story, use the following checklist to make sure that you have done it correctly.	http://www.jprof.com/writing/invertedpyramidchecklist.html
Information should be presented in descending order of importance.	eckl
Leads	lch
☐ One sentence	mi
□ 30-35 words maximum	yra
☐ Lead tells the most important information in the story and gives specific facts	dp
Second paragraph	erte
☐ Expand or develop some idea introduced in the lead	inv
☐ Should not drop the story into a chronological narrative	ng/
Attribution	riti
All major information should be attributed unless it is commonly known or unless the information itself strongly implies the source.	om/w
☐ Don't dump a string of direct quotations on the reader.	of.c
Direct quotations should be no more than two sentences long.	jpr
☐ Direct quotations and their attribution should be punctuated properly. Here's an example:	Ϋ́
"John did not go with her," he said.	×
Elements of a direct quotation should be in the proper sequence, as in the example above: direct quote, speaker, verb.	tp:/
711 Style	ht
Always. Check numbers, dates, locations, titles, etc.	
Check the following	
Pronoun-antecedent agreement	
☐ It, its, it's	
"it is ," "there is ," "there are" structures; avoid these. They are passive and vague.	
Use the past tense, not the present.	
Comma splice or run-on sentence, such as	
He picked up the ball, he ran down the field.	
Sally does not know where he is he is not here.	
These are grammatically incorrect.	
Plurals don't make them by using an "apostrophe s".	
Short paragraphs	
Any paragraph more than three sentences is definitely too long	
Any paragraph that is three sentences is probably too long.	
Wordiness	
Have you checked for too much verbiage, redundancies, unnecessary repetitions, etc.	
Name, title	
When you put the title before a name, do not separate them with commas, such as	
(WRONG): Game warden, Brad Fisher, arrested the trespassers.	
When the name comes before the title, the title should be set off by commas.	
Brad Fisher, the game warden, arrested the trespassers.	
Transitions	
Use them to tie your paragraphs together. Don't jump from one subject to another in a new paragraph without giving the reac some warning.	ler
Don't copy the wording of the information sheet.	

☐ Check them once more to make sure they are spelled correctly.