

Writing An Article: Outline

WHAT IS AN ARTICLE?

An article is an information-based text. Articles are written to provide readers with interesting information about people, places, events or issues.

Articles often have accompanying images or other visuals. They use vivid descriptions and strong language to provide information.

I. HEADLINE (title)

Your headline should be short (about 10 words or less) and catchy. It's a description that tells your readers what the article is about. The headline should grab the attention of your readers. It's also important for your headline to be understandable and straightforward.

II. LEAD (first paragraph)

Try to hook your readers by beginning with a funny, clever, or surprising statement. You can even start your article with a question or a provocative statement. What will give your readers a sense of the people involved, what they are thinking, what their message is?

The first paragraph of a news article is vital. Put the main facts in the first few sentences. It should include the 5 W's: who, what, when, where, and why.

III. BODY (second/third/fourth paragraphs)

What is at the heart of your story? Give your readers the details. How and why did it happen?

Write in the third person (he, she, it, they). Be objective – never state your personal opinion! You can use quotes to express others' opinions and feelings – make sure to cite your sources.

IV. SUMMARY (last paragraph)

What is a memorable way to end your story? What is the main point you want people to take away? Wrap it up with something that sums up the article in a few words. Don't leave your readers hanging.

Please don't say "In conclusion" or "To finish" (Yawn!).

Try ending with a quote, a catchy phrase, or some words to reflex on.

REMEMBER!

- Use active words (verbs that show what's really happening).
- Take notes when you interview or attend the event. Write down quotes! Or take pictures of the event you are reporting on.
- Tell the most interesting information first!