





Report Writing: The Five Ws

	Examples			
Who: Indicates the person or people that the news report is about.	 A girl	 An old lady	 A dog	 A boy
What: Refers to the situation or problem that the piece of news revolves around.	There was a fire	Rescued	Fell	Stole
Where: Describes the geographical location including as much detail as possible: the village, town or city, the premises, the landscape, the country if it's different to your readers'.	In the countryside	In a shop	At the Olympics	In a bank
When: Indicates the time when the piece of news happened – the year and the date, and if possible the exact time!	Yesterday	At two o'clock on Thursday, 11th May	In the morning on Saturday, 9th February	On Friday evening
Why: Perhaps the most important of the Ws: this is what your readers truly want to know – the reason for the events that you are narrating.	To go on holiday with the money	It was an accident	Because of a careless mistake	Because a little boy was in trouble

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Let's Practise!

Choose an element from each of the Ws and use them to write an introductory paragraph to your news report.

