

News report structure

News reports follow a unique structure of referring first to the present, then to the past and finally to the future.

Headline

1 News event

What has just happened? When exactly did it happen? Where did it happen? Who was involved?

2 Background

Why did it happen? Give the history and lead-up to this event and mention its supposed causes.

3 Account of event

How did it happen? Give the details of the stages of the actual event and say what is still happening now.

4 Quotations

In a mixture of direct and indirect speech, give the relevant statements of participants, witnesses, police officers, medical workers, etc.

5 Predictions

What will happen next? Explain the likely consequences of the event, refer to future investigations, and mention any procedures that will be put in place.