**Basic Steps to Preparing to Write a Newspaper Article:**

1. Research and collect information for your article.
2. Interview anyone involved and take detailed notes. (Be sure any quotations are worded EXACTLY as the person said it.)
3. Attend any related events and take detailed notes.

**Now you are ready to write! Follow steps below:**

1. Grab the readers’ attention by using an opening sentence which is an interesting fact, detail or question.
2. First paragraph should answer these basic questions:
3. Who?
4. What?
5. Where?
6. When?
7. Why?
8. Paragraphs 2-4 should expand on any information you presented in the opening paragraph. Use active verbs and descriptive language and always write in the 3rd person (past) point of view: (i.e. She scored the game-winning goal!)
9. Final paragraph: round off your article. End with a quote, catchy phrase or call to action for your readers.

**\*Word count should be 150-200 words, unless it’s a feature article on something special or unique.**