



# Checklist for my News Report

Use the following scale:

④ Exemplary    ③ Accomplished    ② Developing    ① In Progress

\_\_\_\_\_ My headline is catchy and it grabs the attention of the reader.

\_\_\_\_\_ I have included the 5-W and how (*who, what, when, where, why*).

\_\_\_\_\_ I have included supporting details that are clearly written and important.

\_\_\_\_\_ My writing style is easy to follow and easily understood.

\_\_\_\_\_ My words and phrases are accurate, reflective and easily remembered.

*(news reports should be memorable)*

\_\_\_\_\_ My conventions are accurate (*spelling, grammar, capitalization, punctuation*).

\_\_\_\_\_ My story is clearly organized with a very strong lead.

\_\_\_\_\_ My story is written '*tight*' short, sweet and to the point.

\_\_\_\_\_ I have included key quotes effectively.

\_\_\_\_\_ My story is written in 3rd person and is objective.

\_\_\_\_\_ My summary is succinct.