

Pacific Union Recorder News Writing Worksheet

What exactly happened?

Who was involved (individuals, organizers, participants, beneficiaries)?

When did it happen (date, start, time, duration, end)?

Where did it happen (and why there)?

Why did it happen or why did they do it?

How was it done?

Quotes from Participant #1 - REQUIRED (full, stand-alone sentences):

Prefix (Mr./Miss/Dr./etc.)	First Name	Last Name	Position/Description (pastor, member, attendee)
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Quotes from Participant #2 - REQUIRED (full, stand-alone sentences):

Prefix (Mr./Miss/etc.)	First Name	Last Name	Position/Description
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Quotes from Participant #3 - OPTIONAL (full, stand-alone sentences):

Prefix (Mr./Miss/etc.)	First Name	Last Name	Position/Description
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Headline Suggestion (must have subject and action verb):

Who	Did What
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Other Thoughts/Notes:

To write the story:

First paragraph (a.k.a. “the lead”) should give a succinct summary (1-3 sentences) of WHAT happened and WHO did it. There may be mentions of WHY/WHEN/WHERE included, as well.

For example: *“To help build relationships with other faith groups in their community, members of Scottsville’s First church sponsored a religious liberty rally in the local library’s community room March 13.”*

The next paragraphs expand on the 5 Ws and H and incorporate no less than two attributed quotes from two different participants/witnesses.

The closing paragraph may provide a brief summary of the main point and/or provide information on how to learn more.

News writing guidelines:

- Always write in the third person (he, she, they, them), NOT first person (I, we, us, our).
- Never insert your opinion (“everyone was blessed” “people loved the...”). Opinion is only permitted as part of a direct, attributed quotation.
- Don’t thank people or quote Bible/EGW verses.
- Always include the article author’s full name for a byline. No exceptions. Also include credits for photos (first and last name).