

Writing a report



潮恩教育  
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# Practical writing A NEWS REPORT

2019.9 浙江高三百校联考



# What is a news report?

■ A *report* is a news article or broadcast which gives information about something **that has just happened**.



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A news report is similar to a news article. It is the basic facts of a story that is currently happening or that just happened. Writing a news report is easy if you report on the subject clearly, conduct good interviews, and write in a style that is clear, concise, and active.

## HEROIC TEENAGER RECEIVES AWARD

Seventeen-year-old teenager, John Janson, was honoured at the Lifesaver Awards last night in Rivertown for giving lifesaving first aid on his neighbour after a shocking knife attack.

John was presented with his award at a ceremony which recognized the bravery of ten people who had saved the life of another.

John was studying in his room when he heard screaming. When he and his father rushed outside, a man ran from the scene. They discovered that Anne Slade, mother of three, had been stabbed repeatedly with a knife. She was lying in her front garden bleeding very heavily. Her hands had almost



John Janson

been cut off.

It was John's quick action and knowledge of first aid that saved Ms Slade's life. He immediately asked a number of nearby people for bandages, but when nobody could put their hands on any, his father got some tea towels and tape from their house. John used these to treat the most severe injuries to Ms Slade's hands. He slowed the bleeding by applying

pressure to the wounds until the police and ambulance arrived.

"I'm proud of what I did but I was just doing what I'd been taught," John said.

John had taken part in the Young Lifesaver Scheme at his high school. When congratulating John, Mr Alan Southerton, Director of the Young Lifesaver Scheme said, "There is no doubt that John's quick thinking and the first aid skills he learned at school saved Ms Slade's life. It shows that a knowledge of first aid can make a real difference."

Before receiving their awards last night, John and the nine other Life Savers attended a special reception yesterday hosted by the Prime Minister.

# Parts of a news report

## HEROIC TEENAGER RECEIVES AWARD

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### ■ A headline

*The headline should accurately lead readers to what the report is about.*

### ■ A news lead

*A lead is only one or maybe two sentences and summarizes the news story: **who, what, when, where & why.***

### ■ The body

*Write your report in third person and from a neutral perspective.*

### ■ A conclusion

*A summary or a reflection/comment*

# Tips of writing a news report

past tense

Sony Announces the Next PlayStation

This week at Sony's PlayStation Meeting 2013 in New York, the company **announced** their latest video game system, the PlayStation 4. Although the hardware **was** not shown, several games **were** demoed for the audience. Further details about the system are being kept under wraps for now, including the price and release date. However, more information is sure to come at this year's Electronic Entertainment Expo, also known as E3.

new paragraph for new thought

To announce the new system, lead architect and long-time game developer Mark Cerny **took** the stage. After reviewing the history of the PlayStation brand, Cerny **announced** the much-speculated-upon existence of the PlayStation 4. While Cerny **gave** a few technical details regarding the hardware specifications of the device, the focus was clearly on games.

*ays information*

*riting a news*

*never there is a*



# Writing guidance



上周六下午，你校学生会举行了“绿色校园，我们在行动（Green School, We Are in Action）”为主题的植树活动。假定你是学生会主席李华，受校编辑部委托写一篇活动报道，内容包括：

■ 活动的时间、地点；

■ 活动的内容；

■ 活动的意义。

■ A headline

■ A news lead

■ The body

■ A comment


注意：1. 词数80左右 2. 可适当增加细节，以使行文连贯



## A news lead

■ summarizes the news story: *who, what, when, where & why.*

<b>Who</b>	The Students' Union
<b>When</b>	<b>On</b> Saturday afternoon last week
<b>Where</b>	In the school (main roads ; playground...)
<b>What</b>	Planting trees /A tree-planting activity
<b>Why</b>	To improve/ raise the awareness of...



On Saturday afternoon last week the Students' Union held a tree-planting activity in order to raise the awareness of protecting environment.



## The body

■ Write your report in *third* person and describe *the planting activity in detail*.

When	Who	Where	What did they do?	How did they feel?
2:00 pm	Teachers & students	<ul style="list-style-type: none"><li>• Along the main roads</li><li>• Around the playground</li></ul>	<ul style="list-style-type: none"><li>• Digging</li><li>• Planting</li><li>• Watering</li><li>• Participate in...</li></ul>	<ul style="list-style-type: none"><li>■ Tired <b>as</b> they felt, ...</li><li>■ <b>Though</b> they were,...</li><li>• Meaningful</li><li>• ...</li></ul>

■ **Though**

At 2:00 pm, the teachers and students participated in it, some digging, some planting and some watering. 100 trees were planted along the main roads. Tired as they were, they smiled delightedly



**The body**

**polish**

**from all grades** **actively**

At 2:00 pm, the teachers and students participated in it, some digging, some planting and some watering. 100 trees were planted along the main roads. Tired as they were, they smiled delightedly

**Looking at lines of  
trees they had planted**


**During the activity**



## A comment

- Just *stick to* the facts and keep the sentences *concise*.

### Green School, We Are in Action



This activity not only developed the friendship between the students, but also aroused students' awareness to protect the environment.

Through this unforgettable moment, not only <sup>was</sup> did the environment cleaner and more beautiful, but also we learn the importance of earth protecting. it was worthwhile.

**Make sure your story conveys information and not an opinion.**

In this active, I hope all students can join in. At this weekend we will wait at the school if you want plant trees with us. I think we should make full use our time to do usefull and produtive things. So Let's toughter.



In order to arise our student awareness of environmental protection, a remarkable activity was held in our campus, with the theme "Green School, We Are in action." which <sup>was</sup> not only meaningful but also interesting.




**Speak in *past tense* when writing a news report.**

第四部分

第一节

Write in a **third** person from a **neutral** perspective

I felt in great honor to get the option to make a report about the growing tree activities. It was held in our personal school ~~at~~ in May 14, ~~the~~  in the topic of "Green School, We Are in Action".

During that time, each class adopted a tiny tree, then found a place to dig a hole and plant it. However, if we want it grow strongly, we are suggested to water it on schedule and take good care of it.

All of us played an important role in acting the activity. Therefore, I firmly trust that our school will become green soon.

请在各题目的答题区域内作答,超出黑色矩形边框限定区域的答案无效

第四部分  
第一节

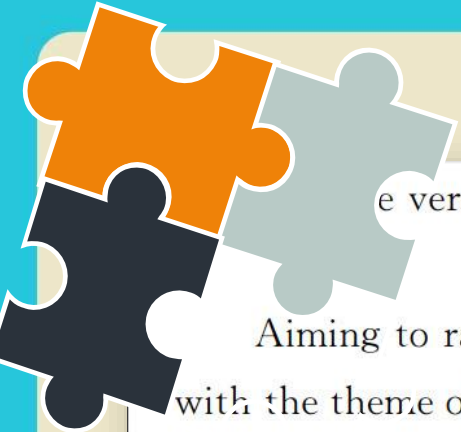
**Start a new paragraph whenever there is a new thought**

Last Saturday afternoon, an activity **■ A news lead** **■ 活动的时间、地点**  
We are in action, was held in our school.

The interesting activity consisted of two parts, trees learning and trees planting. In the first part, we invited our biology teacher to have a class to teach students some useful knowledge of how trees benefit human and how to plant a tree. In the second part, each student was supposed to plant a tree in the garden or forest. **■ The body** **■ 活动内容**  
With the help of our teachers, students managed to make the trees alive.

Through this unforgettable moment, not only <sup>was</sup> did the environment cleaner and more beautiful, but also we learning the importance of earth protecting. All in all, it was worthwhile. **■ A comment** **■ 活动意义**





e version:

## Green School, We Are in Action

■ A headline

Aiming to raise our awareness of protecting school environment, a tree-planting activity with the theme of “Green School, We Are in Action” was organized by the Students’ Union on Saturday afternoon last week.

■ A news lead

At 2:00 p. m. , the students and teachers from different grades actively participated in it, some digging, some planting and others watering. During the activity, 1000 new trees were planted along the main road in our school as planned. Looking at the lines of young trees, tired as they were, they smiled delightedly.

■ The body

This activity provided us a good platform for communication between teachers and students. It also enabled us to contribute to building a beautiful and green school together and planting hope.

■ A comment

## Tips of writing a news report

- *Make sure your story conveys information and not an opinion.*
- *Speak in **past tense** when writing a news report.*
- *Start a new paragraph whenever there is a **new thought***
- *Write in a **third** person from a **neutral** perspective*

# Neat handwriting

请在各题目的答题区域

第四部分 写作(共两节,满分40分)

第一节 应用文写作(满分15分)

Dear students,

My name is Lihua, the chair  
about the activity we recently held.

Last Saturday afternoon, we  
in our school. We spent ~~an~~ hour  
for the small trees. And another  
then ~~watered~~ watered them. For  
the activity, our school became  
fresh. And now ~~we~~ we are all

The activity is really successful  
our school environment.

请在各题目的答题区域内作答,超出黑色矩形边框限定区域的答案无效

第四部分 写作(共两节,满分40分)

第一节 应用文写作(满分15分)

Green School, We Are in Action

Aimed at incubating our awareness of protecting the  
environment, the Student Union launched a tree-planting  
activity in the Nature Park last Saturday afternoon.

Piles of volunteers, who had signed up in the website,  
flooded into the entrance with determination in eyes and  
tools in hands. With the help of professional workers, we  
managed to accelerate our process and set aside extra  
spare time for the lecture delivered by headmaster.

The meaningful activity not only endows planting skills  
to us, but exerts a profound impact on us.



practice

## 湖州市2018.5高三适应性考试

假定你是李华，上周日学校组织全校高三师生去人民公园进行了一次户外郊游活动，受到了大家一致好评。请你就本次活动给校园英语报写一篇报道，内容包括：

- 活动的时间、地点；
- 活动的内容；
- 活动的意义。

注意：1.词数80左右 2.可适当增加细节，以使行文连贯

Cheer up



THANKS  
THANKS

We are on the road

