

Writing a news report

Worksheet A

Use this checklist to edit the report.

Editor's checklist:

- Is the information grouped into logical paragraphs?
- Are the paragraphs in a logical order?
- Is there any unnecessary information?
- Is any necessary information missing?
- Are there any parts that you can't understand?
- Are a lot of the same words repeated?
- Can more precise words be used?
- Is there too much repetition of linkers like **and, but, then** etc?
- Do all the verbs agree with their subjects? (e.g. **she are is ...**)
- Have articles (**the, a, an**) been used correctly?
- Have the correct verb forms been used?
- Is the punctuation correct?
- Have all the words been spelt correctly?

Worksheet B

Use this page to write up your finished report.

Mystery Disappearance of English Teacher: Students Suspected

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