

## **HOW TO WRITE ARTICLES AND REPORTS**

Articles are prose contributions intended for publication in newspapers, journals, magazines, books or encyclopaedias, and that treat a specific and distinct topic. Articles can be of two main kinds: scientific or academic articles, that deal with technical and learned subjects and non-scientific or non-academic articles that can deal with a variety of general themes. The former category may be assimilated to the category of scientific or academic writing, and thus are prose text directed to the peers of the writer, that are, like the author, specialists or professionals in the topic. It is the kind of writing employed for learned articles and journals, books, scientific conferences and scientific research papers. Effective writing for scientific or academic purposes may be said to be characterized by the following general criteria: fluency, coherence, cohesion, lucidity, precision, synthesis and objectivity. Non-academic articles may in turn be divided into two further categories: those in which the writer presents an informative picture of the topic treated, and that should therefore be characterized by documentation, impartiality, neutrality and objectivity; and those in which the writer presents a personal point of view or personal evaluation on a topic or argument, in which the writing can be subjective, emotive, connotative and even biased.

Articles should have a heading or title aimed at attracting attention, so that the person who sees it is encouraged to proceed with the reading of the whole text. Articles must be divided into paragraphs, each one dealing with distinct and clear topics. Specific attention should be dedicated to the first paragraph to make it of particular interest so as to encourage the reader to continue. Sentences should vary in length and density in order to create variety. The vocabulary should avoid banal, trite or hackneyed words or expressions.

It is always advisable to furnish information to support the thesis proposed in the article, and with respect to this, statistical data are useful and desirable. The concluding paragraph can summarise or synthesize what has preceded and the concluding sentence should be particularly significant, thoughtprovoking or memorable. The specific criteria indicated for scientific writing are pertinent to and useful for articles as well. It is important to reflect upon is the type of audience to which the writing is directed. The characterizing features of this audience are of primary importance in deciding the register and style of the communication. The writer must also pose him/herself the problem of the extent to which the message is relevant to the interests of the reader. This implies taking account of the necessities and expectations of the reader, and this in turn raises the problem of whether the text is appropriate to the level of knowledge or to the level of competence of the public.

### **How to Write a News Article**

Out of all the people who use the Internet, approximately 92% are in search of the latest news and information.

Writing a news article is different from writing other articles or informational pieces, because news articles present information in a specific way. It's important to be able to convey all the important information in a limited word count. Knowing how to write a news article can help you expand a journalism career, exercise your writing skills and convey information clearly and concisely.

### **Writing Your Own News Article**

Compile all your facts. Before you write a news article, make a list or outline of all the pertinent facts and information that need to be included in the article. This fact list will help prevent you from leaving out any relevant information about the topic or story and will also help you write a clean, succinct article.

Start with the lead. News articles begin with a leading sentence that is meant to grab a reader's attention and interest them. This is one of the most important parts of the piece, so start with the leading statement when writing a news article. Your lead should be one sentence and should simply, but completely, state the topic of the article. The "lead" is the first sentence of a newspaper article, typically a long one, and the most important sentence in the article. You must remember to give a first synthetic answer to the famous questions regarding the facts, place and characters involved in the text using the typical interrogative pronouns, adjectives or adverbs: who, what, when, where, why, and how.

Give all the important details. The next important step to writing news articles is including all the relevant facts and details that relate to your lead statement. Include the basics of what happened, where and when it took place, who is involved and why it's newsworthy. These details are important, because they are the focal point of the article that fully informs the reader.

The "pyramid". Place the most important facts at the beginning of the broadcast and additional information was mentioned in order of descending importance. This is done because people often don't read an entire article, and need the important information quickly

Follow up main facts with additional information. After you've listed all the primary facts in your news article, include any additional information that might help the reader learn more, such as contact information, additional facts about the topic or people involved, or quotes from interviewees. This additional information helps round out the article.

"Quotes can be a wonderful tool for a news writer, when used appropriately," explained longtime journalist Doug Wood-Boyle, who has worked in the field for over a quarter century. Quotes provide a real-life context to the information in an article. At the same time check facts before concluding. Be sure to double check all the facts in your news article before you submit it, including names, dates, and contact information or addresses. Writing accurately is one of the best ways to establish yourself as a competent news article writer.

Remain unbiased. A news article is meant to convey direct facts, not the opinions of its writer. Keep your writing unbiased and objective. Avoid any language that is overly positive or negative or statements that could be construed as support or criticism. Conclude your article. Make sure your news article is complete and finished by giving it a good concluding sentence. This is often a restatement of the leading statement or a statement indicating potential future developments relating to the article topic.

### **How to write Reports.**

Reports are written accounts. These may be of various kinds: documentation of statements, speeches or other forms of public address, made by speakers in the context of debates, meetings, conferences, etc.; descriptions of ceremonies, events or proceedings; periodical accounts of progress, conduct or of other kinds of situations; presentation of information concerning matters on which intelligence is required; formal statements of facts obtained as a result of some kind of investigation or research, or in reply to some query - in this context, they are often official statements issued by a person or by a commission appointed to investigate a particular matter. Reports should be objective, factual, accurate, logically structured and well organized. They should describe events or situations exactly in the manner in which they occurred. Bullet points or numbered lists may be used to present points or information. Often reports also contain proposals and recommendations for the future, based precisely on the documentation of the situations and events presented in the text. The style obviously depends on the relationship between the writer and the recipient, but in the case of official reports it is always formal. Although there is no rigidly prescribed format for reports, the following indications can be safely followed for most necessities.

The basic layout of the report is the following:

- Heading or Title - Premise - Introduction - Findings - Conclusion - Recommendations

The report should have a heading or title that identifies the subject or problem. The author's name should appear after and under the heading. A short premise can indicate the reasons for the report.

Before proceeding with the main body of the text, a brief introductory section may be inserted. This can anticipate the findings of the report and may consequently consist in a summary of the contents, thus presenting a brief description of the main points of the report and of its conclusions. This enables the reader to have at once a swift global synopsis of the entire report.

The main body of the text should begin with an introduction in which the reader is informed of the purpose and motivations of the report, the sources of information utilized, and the sequence of points that will be presented. The text should then contain the description of the important elements ascertained, namely, the facts, particulars, specifics and data. The conclusion should contain evaluations of the facts and figures of the text and the interpretation of these data offered by the writer. The recommendations consist in the presentation of the provisions retained to be necessary and that are proposed to deal with the situation confronted in the report. Eventual further hypotheses or suggestions for the future may also be included here.

A suitably weighty and effective conclusive sentence should terminate the report.