**AN ARTICLE**

Points to consider before writing a newspaper article.

* an article has a title which should attract reader's attention and indicate what it is about. Articles may also have subheadings before each paragraph.
* select and organise the ideas and information you will present in each paragraph carefully. Begin each paragraph with a clear topic sentence.
* use 3rd person narrative. Provide facts and personal opinion
* describe the chosen person's life, lifestyle and beliefs
* present a list of arguments with justifications, explanations or examples that illustrate why the chosen person is so outstanding and has contributed so much to your society.
* you should use formal, impersonal language
* you should avoid over-emotional, over-personal and simplistic language as well as extremally vivid descriptions.
* use variety of writing techniques, eg. use appropriate linking words, ask a rethorical question, add a quotation, to make your article more interesting

**Guidelines for writing headlines/ titles:**

- the main topic of the article should be mentioned in the title

- the style of the article ( formal/ semi- formal) should be reflected in the title.

- using adjectives: *The untamed wildness in the Scottish Highlands* ( for an article about holidays)

- you can address the reader directly: *What you can do to save the planet?* ( when article involves the presentation of an opinion or solutions to a problem)

- present a question: *Is capital punishment the answer?*

***while writing headlines:***

- use present simple to describe events that have occured recently

- omit the verb 'be' when using passive voice to describe a past event

- omit articles ( a, an, the)

- put nound one after the other

- avoid using prepositions ( to, from, on etc.)

- use abbreviations