

Paragraph 1: In one sentence, 20-45 words long, answer the questions “Who?” “What?” “When?” “Where?” and maybe “Why?” and “How?”

Paragraph 2: Give additional background information that may be necessary. No length requirement. May also introduce your first story source.

Paragraph 3: Quote from your first story source.

Paragraph 4: Additional information — could be paraphrased quotes from your last interview source, additional information that you have not yet mentioned/a transition to a new idea or new information, or a transition on to your next interview source

Paragraph 5: Quote from your second story source

Paragraph 6: Additional information — could be paraphrased quotes from your last interview source, additional information that you have not yet mentioned/a transition to a new idea or new information, or a transition on to your next interview source

Paragraph 7: Quote from your third story source

Paragraph 8: Additional information — could be paraphrased quotes from your last interview source, additional information that you have not yet mentioned/a transition to a new idea or new information, or a transition on to your next interview source

Paragraph 9: Conclude your story — what’s the last bit of important information your readers need to know? Do you have a great quote you haven’t used yet? (It’s called a “kicker” if you put it at the end of your story.) Are there additional dates, etc., for things that will be happening in the future? If your readers have made it this far into your story, reward them with information they really, really will want to know.

- Remove any instances of “we,” “you,” or “us” and replace them with more inclusive and impersonal terms like “Bruins,” “students,” “class members,” etc.
- NO EDITORIALIZING - that means no making judgment calls based on what you think (“the football team is the best one Mountain View has ever fielded”); your opinion doesn’t matter — you interview someone else to get those opinions!