

Outline – How to write a Dispatch article

1. Start writing your article in a Word doc.
 - After completing the article, you can cut/paste into Medic's Dispatch Stories form.
2. Once you're ready to begin, ask yourself the "6W's"
 - Who - who was involved?
 - What - what happened?
 - Where - where did it happen?
 - Why - why did it happen?
 - When - when did it happen?
 - How - how did it happen?
3. Start with the lead. Begin with a strong leading sentence. News articles begin with a leading sentence that to grabs a reader's attention and interest them.
 - Your lead should be one sentence and should simply, but completely, state the topic of the article.
 - Let your readers know what your news article is about, why it is important, and what the rest of the article will contain.
4. 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 is newsworthy.
5. 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 interviews.
 - A good news article will outline facts and information. A great news article will allow readers to engage on an emotional level.
6. 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 (thesis) or a statement indicating potential future developments relating to the article topic.

For more tips on how to write an article, visit <https://www.wikihow.com/Write-a-News-Article>