

Headline	
Opening <ul style="list-style-type: none"><li>- Including the 5ws</li><li>- Who?</li><li>- What?</li><li>- Why?</li><li>- When?</li><li>- Where ?</li></ul>	
Main body <ul style="list-style-type: none"><li>- What are the key details?</li></ul>	
Quote <ul style="list-style-type: none"><li>- Who is going to be interviewed?</li><li>- What did they say?</li><li>- How are they connected to the events?</li></ul>	
Ending <ul style="list-style-type: none"><li>- What's going to happen now?</li><li>- Plan of action</li></ul>	