Choose one topic from the A –Z of Making the News, and thinking of an example from a group or activity you have been involved in, prepare a news release.

- Use the tips for writing a news release in the previous worksheet to help structure

Give your release a eye-catching headline.	**NEWS RELEASE**
Remember to tell the whole story in the first paragraph – who, what, when, where and why	
Expand on key points.	
Add quotes to liven up the text.	
Make sure you tell them who has sent it and where they can get further details	
Add a note to the news desk with a brief background to your group.	

        yours

- You may also want to refer to the examples of good and bad news releases in your pack for help.

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