

Writing a Newsletter Article

Newsletters are used to pass information about upcoming events, or to describe an event that has recently happened.

Many Organizations have newsletters. Do you belong to any groups that send out a newsletter?

Newsletters can go out in different frequencies: Once a week, once a month, four times a year or once a year, or less or more.

Things to include in a newsletter article:

- 1) A title should be interesting, simple and describe what the article is about
- 2) The first sentence should give the "When and Where and purpose" of the event
- 3) The body of the paragraph needs to include details like:
 - a. Why is this event happening?
 - b. Who is involved in the event?
 - c. What is involved in the event?
- 4) Include additional facts and key points that you think are important to know about
- 5) What happened or will happen at the end of the event? What knowledge has been learned or what will participants gain from being involved in the event.
- 6) Conclude your article by restating the most important information. Or most valuable key point.

Writing your article:

Topic: _____

Who	
What	
When	
Where	
Why	
Important Facts	
Lessons learned / outcome	
