**News release (paper)**

Write a standard Announcement news release for ‘hard’ news. It could be an event at QU, or within the local municipality or nationally, or whatever you decide.

Follow these guidelines:

- adhere to the rules for the news release lead

- use an inverted pyramid structure (progressively less important)

- write in the past tense

- make your own (simple) letterhead stationary in a Word document

- follow headings rules

- double-space, no longer than one page

- *no boilerplate* to end the news release