

What is your topic?

What is your point of view on this topic?

How do I organise my writing into columns?

Feature articles are set out in columns. To organise your article into columns you need to:

1. Click on the 'format' tab on your tool bar in Microsoft Word.
2. A drop down menu will appear. Choose 'columns'.
3. Then you'll be given a choice of how many columns you want. Before making your choice and clicking 'ok', you can go down to the bottom of the window where there is a field titled 'Apply to'. This allows you to apply columns to either the entire document or from this point forward.
4. After you have made your choices. Click 'ok'

Fact Boxes

Fact boxes are a good way of compiling facts and statistics about your topic that you may not have had room for in your article. Fact boxes are also useful to the reader so they can quickly scan information they don't have time to read. Finally, fact boxes are good ways of making your article seem authoritative and professional.

How to?

Create a fact box in Word by using a 'text box' which can be found in the drop down menu under the 'Insert' tab on your tool bar.

Feature Article Template

<p>Headline: <i>Use a dramatic statement or alliteration.</i></p>	
<p>Introduction: <i>Use one of the following introduction techniques:</i> -Question -Contrast -Narrative</p>	

The final sentence of your introduction should clearly state your point of view on the topic you're discussing. This is called a contention.

Paragraph One:
Give the reader a bit of background information about your topic. That is, outline the basic situation.

<p>Paragraph Two: Discuss one piece of evidence that supports your point of view on your topic.</p> <p>Include a quote where necessary.</p> <p>Use one of the persuasive techniques we have studied.</p>	
<p>Paragraph Three: Discuss one piece of evidence that supports your point of view on your topic.</p> <p>Include a quote where necessary.</p> <p>Use one of the persuasive techniques we have studied.</p>	

<p>Paragraph Four: What can you do? Use the heading: What can you do? Explain what the readers can do about the issue/topic you're discussing. Is there a hot line they can ring for info? Is there a protest group they can join? Etc. Include a quote where necessary.</p>	
<p>Conclusion: <i>You need to conclude your article with an interesting point that will keep your audience thinking about this topic. You could discuss the impact your topic could have on readers. Or you could predict the future situation. Or perhaps you could conclude with a discussion of what could happen if people do not take action on this issue.</i></p>	

