

News lead writing exercise

From the information provided, write a summary lead emphasizing “who” and a summary lead emphasizing “what.”

Be as concise and precise as possible.

Make is concise and precise

- WHAT:** Discussed the off-campus lunch policy, then took a vote and decided to discontinue the policy of allowing students to leave the campus for lunch. Students take lunch from noon to 1 p.m. The decision will go into effect the first day of class next fall.
- WHO:** School trustees
- WHEN:** The vote was taken at the board’s regular meeting at 7:30 p.m. Tuesday.
- WHERE:** In the Administrative Building
- HOW:** The board voted unanimously with a show of hands.
- WHY:** Because of reports of students leaving campus at lunch to use alcohol, drugs and/or tobacco.