# HOW TO SHARE YOUR ACTIVITIES ON THE COMUNIDAD WEBSITE?

All COMUNIDAD partners are expected to share the activities carried out on behalf of the COMUNIDAD project; these include guest appearances on behalf of the project, announcements of events organized by partners, sharing the outcomes of events, etc. Sharing your outcomes and activities is the way to create content and traffic for the COMUNIDAD website.

NOTE: if you attended an event and the announcement has been published (for example, on your institutional website or on the hosting organizer's website, please provide the link to the COMUNIDAD communications team at comms4comunidad@gmail.com for cross-posting on the COMUNIDAD website).

**How\_to write a catchy/informative NEWS piece for** [**https://comunidad-project.eu/**](https://comunidad-project.eu/)**?**

News articles report on current events that are relevant to the readership of a publication. These current events might take place locally, nationally, or internationally.

A news article is a writing format that provides readers with concise and factual information. News stories typically report on current affairs that are noteworthy—including legislation, announcements, discoveries, research results, etc.

News articles are structured like an inverted pyramid. The most important or crucial information is always presented to the reader up front, followed by additional story details. A news article concludes with less important supporting information or a summation of the reporting. News articles should be shorter (300 to 500 words).

Unlike blog and opinion posts, a strong news article doesn’t include personal opinion, speculation, or bias. Additionally, the diction and syntax should be accessible to any reader, even if they’re not deeply familiar with the topic. News stories, therefore, don’t contain jargon that you might find in a research paper or essay.

How is a news article structured?

When it comes to how to structure a news article, use an inverted pyramid. Organizing your content this way allows you to structure paragraphs:

1. Begin with the most important and timely information.
2. Follow those facts with supporting details.
3. Conclude with some less important—but relevant—details, interview quotes, and a summary.

**NOTE:** Send your piece in MS Word format and picture(s) as an attachment to the COMUNIDAD communications officer at comms4comunidad@gmail.com. The team will polish the post and publish it on the COMUNIDAD website. ***If you do not have any pictures, no worries; the COMUNIDAD communications team can create the visuals for your blog.***

**NEWS STRUCTURE:** **write your text here!**

1. **TITLE:** 
   * Catchy and short title (8 words max as an ideal)
2. **BODY:**
   * One of the best practices for writers is to follow "The 5Ws" guideline by answering the What, When, Who, Where and Why.
3. **CONCLUSION:**
   * Wrapping up of the piece, a final message, outcome, idea, or future activities.