

Introduction: Hello and welcome to [say the name of your news publication]. We're [say your names] and today's happy news story is: [say your headline]

5W Summary : [Give a concise summary of the story, answering each of the 5ws: who, what where when why]
Further details [Include two quotes and one or two interesting facts about the story]
We also discovered

We spoke to [Insert name] who told us, "[Insert quote]"

[Insert name], said "[Insert quote]"

Ending: This has been [say your names] reporting for [say the name of your news publication]. Thanks for watching/listening. We'll be back [Insert time] for more happy news. Goodbye!