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Always Use A Journalistic TONE.
This is important because it makes sure you don't do storytelling or make opinions in your article, something you should not do.

Don't start with "Once Upon A Time" or something like that.

Tell the information and do not include your own thoughts and opinions.

Never use I and rarely use you.
That makes you start to form an opinion

One example: On March 18, 2020, a terrible incident occurred. Firefighter Greg Smith was hurt trying to save the Kim family. Greg Smith now in hospital says, "It was terrible, it hurt greatly but my other friends were able to go on and save the Kim's so I am glad.

NOTE: Their was not any opinions formed along with any I's or You's.

NOTE: Their was not any sort of beginning like "Long Ago" but instead a straight forward date.