

# Captions

Who, What, Where, When, Why, and How?

# What is a caption?

- Provides information the reader might not know.
- Requires time, thought, research, variety and consistency to write.
- Gag Captions: “Captions poking fun at people or situations in photos are unacceptable by responsible journalistic standards. Although intended to be fun, gag captions can offend readers, generate complaints from students and parents and even result in lawsuits. They are best avoided.”

# Types of Captions:

- Every photo in the yearbook demands a caption. At minimum, people in photos must be identified.
- **ID:** identify individuals and include a brief explanation of the content.
- **Summary:** answer the five Ws and H.
- **Expanded:** answer the five Ws and H and provide additional details.
- **Group ID:** name the group and identify individuals.

ID





ID





# Summary



# Summary



Expanded





# “Quotes”

More than he said, she said

# Quote vs. Story

- We want STORIES
- It takes a time commitment and attention to detail, but the results of telling STORIES rather than getting quotes gives meaning to memorable coverage of the year's activities and events.
- **QUOTE:** “We **lost** many games because **we didn't play very well**. I think **we would have won more games if we had played better** than the other teams.”
- **STORY:** “The coach said it would be a **hard season** and that's why he **worked us** like he did. **It paid off in the end** despite the fact that we only finished 6-4 and third in the district. **We improved with every game and that in itself was rewarding.**”

# Types of Quotes:

- **DIRECT QUOTE:** Exact words of a source written in complete sentences.
  - “It was a remarkable season. It was the greatest feeling in the world to win the state championship in the Dome in front of so many of our fans,” quarterback Justin Featherston said.
- **PARTIAL QUOTE:** Exact words of a source written in phrases.
  - EX: Quarterback Justin Featherston said “it was the greatest feeling in the world to win the state championship.”
- **INDIRECT QUOTE:** Paraphrasing or rewording of a source’s quote.
  - EX: Quarterback Justin Featherston said winning the state championship was the highlight of the football season.



# Before

- Plan objective questions to gain facts & figures as well as subjective questions for storytelling and quotes.
  - “Describe for me...” or “Tell me about...” to inspire storytelling responses.
- Plan interviews at a time and place that will give you quality time & privacy without distractions.
- Make sure to isolate your conversation. You do not want other students coming in and adding their own quotes or questions.

# During

- Personalize questions to get a more intimate story from each contact.
- Ask natural follow-up questions to get the answers you want.
- Start with easier questions to put your source at ease & then move to the tougher questions.
- Listen carefully and take complete, accurate notes. Be sure you understand information and insights. Confirm details and name spelling.
- Record the conversation on your phone so that you aren't scribbling half-hearted notes.

# After

- Express your appreciation and ask for a follow-up interview if needed.
- Read your interview notes and highlight the most quotable responses.
- Highlight main ideas/stories.



# Let's Practice!

- Interview your partner.
- Write down notes and/or record the conversation on your phone.
- **Q: Describe for me your favorite time to be with your family.**
  - Write: direct, partial, and indirect quote from your conversations.