

Caption Writing How To:

1. Write first sentence in present tense
 - a. Describe the action in the photo
 - b. Give the date and place if possible (in that order)
 - c. ID all people, name/s and grade
 - i. Teachers have first names too
 - d. Don't use ing words
 - i. Sophomore Jane Doe cheering in the stands. = NO
 - ii. Sophomore Jane Doe cheers in the stands. = YES
2. All other sentences should be in past tense.
3. Good captions have at least 3 sentences
 - a. 1 = Describe the action
 - b. 2 = Give details and afterwards info
 - c. 3 = Quote
4. Use BANQUET
 - a. Background
 - b. Afterwards
 - c. Names
 - d. Quote
 - i. Use the word said not says – the words have already been spoken
 - e. Unique
 - i. Don't start all captions the same way it's boring
 - f. Extra info
 - i. Details not known by looking at the photos
 - g. Teasers
 - i. The lead in to the caption
 - ii. Be creative
5. Example:
 - a. **Fan fun:** In the stands Oct. 15, sophomore Jane Doe cheers on the JV volleyball team. Doe is a member of the varsity volleyball team and attends the freshman and JV games to show her support. Doe said she likes to see how the teams are doing and it helps her get to know the players who will hopefully move up to play with the varsity team someday. "I just think cheering on all the teams is something every player should do," Doe said. "We are all Broncos and I want to support in every way I can. I like to see a crowd in the stands when I play. It pumps me up." The team won the match against Blueville 2-1.