

# CAPTION! WORKSHEET

WITH YOUR FAMILY PHOTO IN HAND, WRITE A CAPTION THAT INCLUDES:

## WHO

YOU MAY ASK FOR THE CORRECT SPELLING OF THE NAME/S OF THE SUBJECTS IN THE PHOTO.

With news imagery, captions must be clearly written, informative, and accurate. They are generally written in present tense and in a serious tone (not silly or humorous).

Frequently, such captions are 1-2 sentences long, where the first sentence provides the Who/What/Where/When and the optional second sentence can elaborate with more details or information related to what is pictured in the photo.

## WHEN

**BE SPECIFIC:** MONTH, YEAR;  
NOT A BROAD PERIOD OF TIME.

## WHAT

**BE SPECIFIC:**

WHAT IS THE SUBJECT OR SUBJECTS DOING?

WHAT IS HAPPENING IN THIS IMAGE?

## WHERE

**BE SPECIFIC:** A KNOWN BUILDING, A CITY AND STATE, AN EXACT LOCATION; NOT A BROAD REGION.

**NOW, WRITE THE CAPTION DOWN! :**

***Example:** Joanne Smith, age 27, plays the lead role in the Pasadena Community Playhouse performance of "Show Boat," in Pasadena, CA, July 1928.*

# CAPTION! WORKSHEET

THIS TIME YOU GET TO BREAK FREE FROM THE JOURNALISM RULES. YOUR CAPTION CAN BE AS LONG AS YOU LIKE AND CAN TAKE ANY TONE OR STYLE! NOW, YOU'RE THE FAMILY ARCHIVIST, COLLECTING ARTIFACTS AND STORIES FOR POSTERITY.

WHO

WHAT

WHERE

WHEN

It's important to know this family history because...  
It's important to learn about this person (these people) because...

YOUR NEW CAPTION!: