

CAPTION CHECKLIST

LEAD-INS

- Short, catchy and original.
- Capture the overall mood of each respective photo.
- Link each photo to the information provided in each respective caption

DESCRIPTIVE SENTENCE

- Colorfully describe the action or events in the photographs
- Written in present tense and active voice
- Written in adjective or adverb form. Avoids common noun form

Identifies ALL students identified by grade and first and last name

In sports photos, identify the player by position and include their jersey number after their name i.e. quarterback John Smith (25) said

BACKGROUND SENTENCE

- Provides information that CAN NOT be obtained by looking at the photograph
- Relates to the information given in the descriptive sentences.
- Written in past tense and active voice.

DIRECT QUOTES

- Provides information that CAN NOT be obtained by looking at the photograph.
- Relates to the information given in the descriptive and background sentences
- Quotes someone from the picture
- ALL quotes end the “following way,” Last Name said. (Second Reference)
- Break up longer quotes by putting the attribute in the middle

MISCELLANEOUS

- ALL Facts presented are accurate.
- EVERY student’s name is spelled correctly in every caption
- EVERY student photographed is identified correctly by grade
- Checked for grammar and spelling and have no errors
- ALL captions are written without any editorializing (opinion) words