WRITING CAPTIONS

PYB EDUCATIONAL SERIES

picaboo YEARBOOKS

1 BRAINSTORM

Make a list of words and phrases that come to mind when looking at the photograph.

Select the best idea as your lead-in:

2 THE FACTS

List the **Who, What, When & Where** and use them to write an action sentence in present tense.

⇧ **WHO** Identify everyone in photos of five or less.

⇧ **WHAT** Describe the action in the photo.

⇧ **WHEN** Be specific. "During class" is not specific.

⇧ **WHERE** Be specific. "At school" is not specific.

Use the facts above to write a summary caption:

3 SUPPLEMENT

Research the **Why & How** and use them to write a supporting sentence in past tense.

⇧ **WHY** Reveal facts not obvious from the photo.

⇧ **HOW** Reveal facts not obvious from the photo.

4 CAPTION CHECKLIST

Check your work against the criteria below.

- ❑ Is the first sentence written in present tense?
- ❑ Are the second & third sentences in past tense?
- ❑ Does the caption explain the action taking place in the photograph?
- ❑ Do the captions indicate when and where the action takes place?
- ❑ Do the captions avoid editorializing?
- ❑ The following words are avoided: many, several, a lot, some, a few, successful, dedicated, hopefully