

CAPTION CHECKLIST



Did you GET IT?

1. First sentence of captions are written in present tense.
2. Second and third sentences are written in past tense.
3. The captions indicate when and where the action is taking place.
4. The following words are NOT used:
 - MANY
 - SEVERAL
 - A LOT
 - SUCCESS/SUCCESSFUL
 - DEDICATED
 - SOME
 - DILIGENTLY
5. The captions DO NOT make reference to the future of next year's team.
6. In sports captions, the outcome of the play is given.
7. The caption has an attention-getting lead.
8. Captions thoroughly explain the action shown in the photograph.
9. Groups are identified in the following manner: Front Row: /Second Row: /Back Row:

