

# Yearbook 101: Copy and Caption Writing Tutorial

**Objective:** Students will learn the basics of interviewing/quoting, feature writing, and caption writing.

**Directions:** Click on the available links to help you define the following terms and complete the information about yearbook writing. Take notes where applicable.

## INTERVIEWING & USING QUOTATIONS

- Review the "Using Quotations" PowerPoint Presentation
- Visit the [Lifetouch website for interviewing tips](#)
- NOTES:

## FEATURE WRITING

- Review the "Features" PowerPoint Presentation
- Review the "Different Features" PowerPoint Presentation
- Review the "How to Write Features" PowerPoint Presentation
- Download the [Herff Jones Copy Writing Tips hand-out](#)
- NOTES:

### **CAPTION WRITING**

- Review the "Writing Captions" PowerPoint Presentation
- Download the [Herff Jones Caption Writing Tips hand-out](#)
- NOTES:

**Conclusion:** Now, you are ready to go out, conduct interviews, and write for the yearbook! Don't forget the interviewing, quoting, feature copy writing, and caption writing information you have just learned.