

**Report on**  
The Internship Program at *Dhaka Tribune*

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Department of English and Humanities  
Bachelors of Arts in English  
Brac University  
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An internship report submitted to the Department of English and Humanities in partial fulfillment of the requirements for the degree of Bachelors of Arts in English

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## **Declaration**

It is hereby declared that

1. The internship report submitted is my/our own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all main sources of help.

**Student's Full Name & Signature:**

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**Anima Tabrizi Khan Majlis**

15103017

**Supervisor's Full Name & Signature:**

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**Roohi Andalib Huda**

Assistant Professor, Department of English and Humanities

Brac University

## **Acknowledgement**

I would like to thank my parents, my mother and my father, Shahida Naz and Md Ziaul Hassan Khan Majlis for helping me throughout my internship. My father especially encouraged me to apply at *Dhaka Tribune* which is a well-known daily newspaper.

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## Glossary

<b>Panopticon</b>	A device that means all is being constantly observed by the surveillance.
<b>Gaze</b>	It is someone at the top who is frequently watching all and acknowledging the others of the use of his/her power on everyone.

# Chapter 1

## Introduction

The degree that I am going for is Bachelor's in English with a major in Media and Cultural Studies and a minor in Literature. Regardless of what area I pursue in life, my foundation of learning and background will be in Media and Cultural Studies. Even ten years back, studying Media and anything related to media would raise eyebrows. Now, it is a completely different scenario. Media and communications have become even bigger business with companies and brands whose names have dominated the past ten years or so like- Facebook, YouTube, Google, Twitter, Apple, Nokia. They all fall under the media and communications umbrella.

Why choose Media Studies?

As we move forward into the Digital Age, careers in journalism, public relations, and the media arts are undergoing a fast and rapid change. Media is the best modern of connection. The fastest way to convey information or messages to others.

When we choose media as a medium of communication there is a broad spectrum of approach. For example, there are various streams to pursue. In a simple newspaper office, there are different jobs to choose from. A newspaper outlet is divided into smaller subfields like sports section, entertainment section, main news section, business section, and advertisements. Due to



huge business prospects and current affairs, advertisements are a trends these days. Therefore, media and advertisements go hand in hand. All over the media outlets, mainly television channels are all flooded with advertisements of all kinds trying to attract attention of the mass.

Media is all related to communication with the mass. If someone pursues a degree in media, they automatically acknowledge the fact that they truly care about others. This is because journalists and reporters report on news that directly affect the people. They also need a good understanding of how people behave, work and comprehend others. A reporter's job is to convey raw information from the information collected from everyday news and prepare it in a better way to the mass or general people.

Media falls under different categories: print media, publishing, the news media, photography, cinema, broadcasting and advertising.

Media describes any channel of communication. It is a means of communication, as radio and television, newspapers, magazines, and the internet, that reach or influence people widely. Media keeps people aware and updated about what is going on around them. All of the latest news and current affairs are just seconds away by the switching of radio or television channels.

## **1.1 Importance of Media**

**1. Gives us immense knowledge & transmits information** – Media keeps us informed about various events that are happening around the world. It broadcasts, prints and updates information

from time to time so that the general public stays aware of what is going on in the country and in the entire world.

**2. Raises our consciousness** – Media does not enforce its own opinion rather provides facts, figures and news to the people so that they can analyze the information and decide between what is right and what is wrong. It creates an awareness in us by providing information and knowledge.

**3. Raises voice against social evils** – Media brings forth social evils to the public. It plays a constructive role in shaping the society. They raise many issue that linger in the society like dowry, female feticide, gender discrimination, etc. When media presents and unveils such issues, the public becomes aware and the necessary steps are taken for resolving the issues! Media also helps reach the voice of masses to the concerned authorities.

**4. Provides true pictures and live telecast for various events** – Media helps to see the true picture of events through LIVE or recorded telecast. For example, FIFA matches, cricket world cup, or presidential visits and landmark events about royalties around the world.

**5. Educates the society** – Media educates the society by exploring and analyzing various product reviews, through price comparison for various items, by reading news about politics, fashion, war, health, etc. It exposes issues like poverty, illiteracy, social backwardness, etc. It also educates people about their rights and duties and helps enforce law as well.

## 1.2 The section that I chose

Considering all the options that were in front of me and evaluating them comprehensively, I chose print media. Advertising, although, a very interesting subject, is actually a very complicated one. There are some limited rules and regulations which can be applied in to effect but in fact advertising is very difficult. For example, finding out unique ideas to sell things is not a very static profession. People have to rely on their innate abilities to come up with attractive slogans to grab the mass attention.

The opposite to advertising, in my opinion falls under print media. Currently, I have been interning at an online version of the English news daily *Dhaka Tribune*. News is quite simple and translation is the most difficult part of the job. The main work is translating news stories from Bengali to English and then editing them into the format that the online section follows. One of the formats of the online department of *Dhaka Tribune* is that they do not use contractions for quotes by local people. Their stand is that since English is not the language that common people of Bangladesh speak, therefore contractions cannot be used during direct quotes by local people. Also, contractions are seen as informal English even in their native language.

There are some newspapers where a person's designation always starts with capital letters. But at *Dhaka Tribune*, capital letters are not used when designations are written after a person's name. In print media, past tense is generally used. At times, future tense is used. Although, using present tense is usually seen as informal English.

Print media is the printed version of news. They can be in the form of newspapers,

weeklies, magazines, monthlies, banners and graphics, posters and other printed materials. There are different types of print media: newspapers, magazines, direct mail, yellow pages and outdoor advertising.

## Chapter 2

# Dhaka Tribune

The *Dhaka Tribune* is a national daily newspaper published in Bangladesh. The newspaper is owned by Gemcon Group. The group also owns Bangla Tribune and literary journal Bengal lights. Launched in 2013, it has print and online versions with readers both in Bangladesh and internationally. The publisher of the newspaper is Kazi Anis Ahmed. The editor of *Dhaka Tribune* is Zafar Sobhan.

*Dhaka Tribune* was first published on April 19, 2013 in Bangladesh. In print, the newspaper started as a broadsheet before going compact on March 1, 2015. However, from May 1, 2019 it went back to broadsheet again. The newspaper describes its editorial policy as liberal economically and socially. *Dhaka Tribune* actively supports gender equal rights in Bangladesh. The paper's op-ed pages are open to diverse contributors. 2A Media Limited, a concern of Awami League leader Kazi Nabil Ahmed's Gemcon Group, is its leading shareholder. The motto of the newspaper is *The news you want. No more, no less*. It is well known for its award-winning marketing campaigns *Glad to be a Bangladeshi* and *I am made in Bangladesh*. Since 2015, *Dhaka Tribune* has been the main media partner for the Dhaka Literary Festival.

On the online site of *Dhaka Tribune* there is section “About Us”. Here is a quote from the site:

Bangladesh is changing. It is time for a new generation of Bangladeshis to be heard, for their vision for our country to be promoted. *Dhaka Tribune* is

here to be the platform for that new voice, and new vision.

The editorial team is totally committed to delivering accurate and impartial news with the aim of informing the public debate and enabling Bangladeshis to make educated choices.

Our pledge to those we serve is to seek the truth, deliver the facts and offer relevant context and analysis where appropriate.

Our tone will be non-judgemental, objective and fair. We aim to include all relevant opinions and ensure that no significant strand of thought is neglected.

We will strive to dig where others don't, give voice to the voiceless. We all hold all quarters who bear a public responsibility-government, corporates, NGO's and many others-accountable on behalf of you, our audience, and indeed all citizens. We aim to practice journalism that is professional, reliable, dependable and transparent.

We seek to enable maximum participation in the national dialog, and to lead to collective decisions that will be driven by a new generation's vision of the country, not the biases of any political party or coterie.

We are committed to the values at the foundation of this country, in particular, national sovereignty, democracy and secularism and also to building a prosperous, equitable and tolerant society.

We will speak for human and civil rights, not for select groups but for all citizens, but also nurture open and respectful debate on the best ways to attain all such goals.

Our newspaper and website are here to offer a canvas for Bangladeshis to showcase their best ideas to help transform the country into a knowledge-based society where citizens can express their creativity and ingenuity.

As a new generation comes of age, and soars to new heights, we wish to be their partners to help Bangladesh make its long-awaited mark in the world.

Kazi Anis Ahmed is the Director and Chief Strategist of Gemcon Group and CEO of organics. He is also the publisher of the English-language of the daily newspaper *Dhaka Tribune* for both print and online versions. Also, he is the publisher Bengali-language daily newspaper *Bangla Tribune*.

The current Editor-in-Chief of *Dhaka Tribune* is Zafar Sobhan. He was previously the Op-ed editor of *The Daily Star* and the head of *Forum* magazine from 2004 to 2010. He has been a columnist with *The Guardian*, *The Sunday Guardian*, *Time* and *Outlook*. In 2005, he was named by the World Economic Forum as a Young Global Leader and was a Yale World Fellow in 2009.

Five days after its launch on April 19, 2013, the reporters and photographers of the fledgling paper were on the scene of the Rana Plaza disaster, and they have since covered many major stories with global impact and resonance, such as the Rohingya refugee crisis.

As well as first rate news coverage, the *Dhaka Tribune* is also well known for its award-winning marketing campaigns, such as “Glad to be a Bangladeshi” and “I am made in Bangladesh.”



## Chapter 3

### Organizational structure of *Dhaka Tribune*

*Dhaka Tribune* consists of several departments including central desk, human resources, Bangla version of the newspaper *Bangla Tribune*, Avenue T, etc. Then, the departments are further divided into different sections. For example, central desk is divided into print section and online section. The reception is set up in the human resources department where people are recruited for job positions. Print section has different segments like business, sports, showbiz, magazine, etc. Online section has four parts: English, Bangla, Bangla version in English, and Social media.

The department that I interned at *Dhaka Tribune* was online section of Central Desk. Although, social media is in trend currently, it is mainly the online media that helps with communication with the masses. Central desk is the main department for the English version of *Dhaka Tribune*. This is also the department where news for print is prepared. Online section is complementary to the social media section. All news that is published in the online section is also posted on various social media sites including Facebook, Twitter, Whatsapp, Snapchat, Instagram and YouTube. The main purpose for this is to post news immediately to the masses.

For example, a person may not see a news immediately as it is published on the internet. Since people are very much active on various social media sites, interacting with people is easier. Therefore, posting news on the social media sites is likely to be shared more spontaneously rather than just the internet. Nonetheless, posting news on the *Dhaka Tribune* site is better because know where the news is always published. Unless, people are active on social media sites, people may know about news later on. Publishing news in newspapers; that is, print media is more time consuming and news cannot be uploaded easily. News first needs to be written, edited, and then have to be sent to the printing section. After the news is printed, it is then distributed by local distributors which are always in the morning. For example, breaking news, whether it has happened in the morning, afternoon or at night, can only be conveyed to the mass in the next morning. On the other hand, breaking news can easily be posted on the online media as soon as it is written and edited. Then, the news can be circulated around the web through various social media sites. Also, news can be updated from time to time if they are published on the online media.

## **Chapter 4**

### **Online media**

Another name for online media is digital media. Digital media is any media that are encoded in machine-readable formats. Digital media can be created, viewed, distributed, modified and preserved on digital electronics devices.

#### **Difference between print media and online media**

There are three major forms of mass media: print media, electronic media and broadcast media. The basic difference between print media and electronic media rests on the accessibility and coverage.

1. Timeliness is an important factor. Web stories can be posted seconds after they are written. Also, they can be updated immediately as events change.
2. Images can be posted in a smaller size on digital media. People can just click on the photos to enlarge them. Whereas, in print media the size of pictures remains fixed.
3. Online texts use larger font sizes. Stories are published in just one column. In print media, stories have to be written so that they do not exceed the size of the designated places on different pages and sections of newspapers.
4. A print story just consists of just text, photos and graphics.

## **Chapter 5**

### ***Dhaka Tribune* Style Guide**

*Dhaka Tribune* follows a fixed style guide. Length of a story is an important matter. A single story does not exceed 300 words; a regular news feature story does not exceed 600 words, and a long form story does not exceed more than 1,200 words. This is because *Dhaka Tribune's* print is compact.

#### **Translations**

According to the *Dhaka Tribune* Style Guide, translation should not only be to translate Bangla text into English. A story structure that works in Bangla does not always work in English. Stories may have to be restructured to highlight the points that are most relevant to the story.

#### **Names and designations**

Designations are capitalized when written before a person's name, but small caps when written after their names. Designations written without a person's name can be in small caps. When writing the names and designations of people, after the first mention of their full name and designation, subsequently refer to foreigners by their surnames and Bangladeshi citizens by their

first names, or their nicknames. For designations, especially since many individuals hold more than one office in Bangladesh, use the one that is most relevant to the story. At first mention, the person's entire name and designation should be written out. From the second mention onwards, s/he can be referred to by their first/last names.

## 5.1 Web Styles

Web stories have shorter sentences wherever possible. The web story needs to be clear and precise. The structure that *Dhaka Tribune* follows is headline, standfirst, by-line and intro. The headline is always less than two lines. A standfirst contains less than eighty-nine characters, with no spaces and is the summation of the story. The by-line is the reporter or source from where the story was received. The intro is the first paragraph which is less than two lines and consists of less than twenty-eight words.

### Some more rules

1. *Dhaka Tribune* does not use contractions. Instead of “don’t”, “do not” is used, instead of “haven’t”; “have not” is used, etc. This is because generally contractions are used in dialogues such as spoken English by native speakers. Since, English is a non-native language in Bangladesh, contractions are rarely used. Contractions are used only if a

native English speaker has a dialogue in the news story.

2. Full stops are never used after abbreviations.
3. An acronym is a name formed as an abbreviation of the initial phrase or word, usually as individual letters and pronounced differently from the original name. For example: NATO, NASA, RAB, SAARC, etc. For acronyms, capital letters are used; full stops are never used between letters.
4. For all abbreviations or acronyms, the full forms of the word or phrase are used at some point within the first three paragraphs of the story. All acronyms and abbreviations can be used in the headlines.
5. Numbers are always written in words which are lower than 10. Numbers 10 and higher are written in numerals.
6. Symbols are used instead of writing them in words. Instead of percent, (%) is used, instead of dollars, (\$) sign is used. Ampersands (&) are never used.
7. For currency figures, the number is converted into either taka or dollars. When writing out currency, Tk or \$ is immediately followed by the number with no space in between such as Tk2,000 or \$2,000. For taka values, lakh and crore are used. Million

and billion are used only for foreign currencies. Crore/million/billion are only abbreviated in headlines but never in the body text. When these values are abbreviated, they are written as: Tk2cr or \$2mn or \$2bn.

8. *Dhaka Tribune* does not italicize words. Instead of italicizing words, they are put into quotation marks.
9. *Dhaka Tribune* Human Resources (HR) directory is used to spellcheck reporter's name, name of districts, etc.

## **Quotes**

When using quotes, if the reporter has not spoken directly to the source or if it has been taken from another source, it cannot be put in direct quotes. If the entire story is laid out in quotes, the flow is lost. There should not be more than a couple of direct quotes in the story. The rest of the story should come as statements or indirect quotes. Quotes should not be longer than a single sentence. Do not put facts inside a quote.

## **Spelling**

*Dhaka Tribune* uses a mix of American and British English. Instead of "ize", "ise" is used; instead of "z", "s" is used. But "u" is used with words like colour, honour and labour.

The spelling of districts, upazilas, and unions in Bangladesh can be crosschecked at:

[www.bangladesh.gov.bd](http://www.bangladesh.gov.bd)

Names of ministries and ministers can be crosschecked at: [www.cabinet.gov.bd](http://www.cabinet.gov.bd)

Some words that *Dhaka Tribune* is specific about:

**Pohela Boishakh**

**Ganabhaban/ Bangabhaban**

**Gonojagoron Moncho**

**Sari**

**Burqa**

**Namaz-e-janaza**



## Chapter 6

### My Internship Experience

The duration of my internship at *Dhaka Tribune* was from May 9, 2019 to August 8, 2019. I was assigned to intern at the online section of Central Desk at *Dhaka Tribune*. During these three months I learned a lot from my supervisor, Tilka Binte Mehtab who is the Online Editor for the online daily English newspaper, *Dhaka Tribune*. Every news item that I worked on was checked and corrected by her and at times by others. She mostly did editing and cross checking on my work.

My internship tasks were mostly translation from Bengali to English and then editing the translated work. It was also receiving news reports over mobile phone from reporters from the field. These news stories are usually very short and therefore need a follow-up. Since the news stories are online and are easily posted or uploaded and updated, the stories can have many follow-ups. At the Central Desk, online section news stories are sometimes received over the phone and at times collected from various emails addresses that reporters send news from.

After my internship was completed, I decided to reapply at *Dhaka Tribune* and so my internship was extended for another three months from August 20, 2019 to November 20, 2019.

I was paid a monthly salary of Tk4,500 for my internship of three months at *Dhaka Tribune* online section. After my internship was extended for another three months, I was paid a monthly salary of Tk6,000.

Attached is my acceptance letter for my internship that I was initially offered. I have also attached the offer letter where they informed me that my internship was extended for another three months as they were satisfied with my work.

## Chapter 7

### Theories and techniques that relate to my internship at *Dhaka Tribune*

The courses ENG 465 Translation Studies, ENG 440 English for the Print Media, ENG 401 Editing, ENG 301 Research Methodology, ENG 201 Composition 2 and ENG 102 Composition 1 came into great use while I did my internship at *Dhaka Tribune*.

During the first semester of my internship at *Dhaka Tribune* I wrote six reflective papers. These reflection papers were based on the news stories that I wrote and worked on for two weeks. For example, my first reflective paper was based on my internship experience at *Dhaka Tribune* during the first two weeks. Then, the second reflective paper was based on my next two weeks at *Dhaka Tribune* which were week three and week four and so on till week twelve.

After my internship at *Dhaka Tribune* I wrote this report. In ENG 465 we learned two kinds of translation: Word for Word and Sense for Sense. I used the ‘Sense for Sense’ translation more often for translation during my internship. Sense for Sense translation helped me translate from Bengali to English by changing the sentence structure but keeping the meaning same.

The courses ENG 465 Translation Studies and ENG 440 English for the Print Media were easily applicable during my internship at *Dhaka Tribune* online department. Raw news stories in Bengali are translated to English which I could relate to ENG 465 Translation Studies. News stories received over the phone are structured to fit the format of *Dhaka Tribune* online section. This can be related to ENG 440 English for the Print Media. In ENG 440 I was introduced to standfirst which is a short introduction consisting of less than eighty-nine characters without space. This is situated between the headline and the by-line.

Chapters titled Spelling, Grammar, Punctuation and Idiom and Syntax in the ENG 401 Editing course came into use when I used to edit articles for the online section of *Dhaka Tribune*. Most of the time, *Dhaka Tribune* uses the American spelling and sometimes the British spelling is used. In terms of grammar, I had to make sure that subject verb agreement was correct. I also had to make sure that punctuation like commas were placed correctly so that the meaning of the sentences were clear.

For a news story I had to include quotes from all relevant parties involved. I learnt this in the ENG 401 Editing course and applied it while doing my internship. In ENG 440 English for Print Media, we were told to keep sentences short while writing we were told it is best to express

one idea per sentence. Except for quotations the sentences could not be too long in the news story. Also during my internship, I was told the introduction or lead paragraph which contained the 5Ws and 1H (who, what, where, when, why and how) could not be more than twenty-four words.

Jeremy Bentham's Panopticon and the 'Power of the Gaze' can be applicable to my internship at *Dhaka Tribune*. The structure of the 'Power of the Gaze' has a tower and has peripheral vision like different cells. At the entry of *Dhaka Tribune*, there were CCTV cameras which are always watchful of everyone entering and exiting the building. The idea of the tower is a 'centralized observation'.

In the article "Eye of the Power", French Philosopher Michel Foucault relates the concept of social control to the device named 'Panopticon'. 'Panopticon' is a term coined by English Philosopher Jeremy Bentham which refers to a tower-like architectural design consisting of an 'all seeing eye'. The Panopticon served as a policing device that would keep all members of a society from doing anything they would not wish to be seen doing. Bentham referred to this ever-seeing eye over all members of society as 'The Gaze'.

## **Chapter 8**

### **An extended offer of Internship at *Dhaka Tribune***

*Dhaka Tribune* had offered me an internship position at their Central Desk a few days after I had applied at their office. Although the semester had not yet started my internship began from May 09, 2019 and ended at August 08, 2019. I was offered a salary of Tk4,500 for the position of Intern at the online section of Central Desk. My internship offer was extended after had it expired. My renewed internship began from August 20, 2019 and ended at November 19, 2019. I was offered a salary of Tk6,000.

I performed the same tasks but with a better salary. While doing the extended internship the quality of my work also improved. In the following pages I have attached the letter that was given to me after my internship was offered. I have also included the letter that was given to me after my internship was extended after three months.

May 9, 2019

Ref: DT/HR/2019/010/161

Anima Tabrizi Khan Majlis  
94, Tejkunipara, Tejgaon  
Dhaka - 1215

**Subject:** Offer of Internship

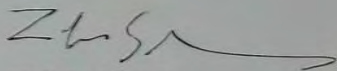
Dear Ms. Majlis,

Reference to your application, Dhaka Tribune is pleased to offer you an **Internship** for a period of 3 months. Your internship is effective from **May 9, 2019** to **August 8, 2019**. You are expected to maintain regular office hours and disciplines during your internship.

In regard to this internship, you will be entitled a consolidated amount of **BDT 4,500** (Four Thousand & Five Hundred) only as allowance for lunch and conveyance per month.

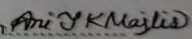
Hence, find a duplicate copy of this Offer Letter that should be returned to the **Human Resources** duly signed, confirming that these terms are acceptable to you.

Best regards,



Zafar Sobhan  
Editor

I accept the offer,

Signature of the intern: 

Picture i: The offer letter of my internship at *Dhaka Tribune*.

August 20, 2019

Ref: DT/HR/2019/010/169

Anima Tabrizi Khan Majlis  
94, Tejkunipara, Tejgaon  
Dhaka- 1215

**Subject:** Offer of Internship, Central Desk

Dear Ms. Majlis,

Reference to your application, Dhaka Tribune is pleased to offer you an **Internship, Central Desk** for a period of 3 month. Your internship is effective from **August 20, 2019** to **November 19, 2019**. You are expected to maintain regular office hours and disciplines during your internship.

In regard to this internship, you will be entitled a consolidated amount of **BDT 6,000** (Six Thousand) only as allowance for lunch and conveyance per month.

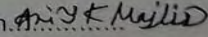
Hence, find a duplicate copy of this Offer Letter that should be returned to the **Human Resources** duly signed, confirming that these terms are acceptable to you.

Best regards,



**Farzana Yasmin**  
General Manager, Operations

I accept the offer,

Signature of the intern: 

Picture ii: The offer letter of my internship at *Dhaka Tribune* after it was extended.



## Chapter 9

### Conclusion

My Thesis included nine reports of my internship of three months at *Dhaka Tribune*. I had interned at the online section of Central Desk at *Dhaka Tribune*. I was under the supervision of my supervisor Tilka Binte Mehtab who is the Online Editor of *Dhaka Tribune*. She was in charge of the online section and did editing for most of my tasks. She checked my spelling, grammar, syntax, etc. After my internship had ended, *Dhaka Tribune* had extended my internship for another three months. I was offered a salary of Tk4,500 for my internship. When my internship was extended, I was offered a salary of Tk6,000.

By doing this internship I learnt how to work and behave in a professional environment, I also learnt the importance of meeting deadlines and working under pressure. I feel this internship has prepared me well for a full job.

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