

Report on  
The Internship Program at *Dhaka Tribune*

By  
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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 Bachelor of Arts in English

Department of English and Humanities  
Brac University  
September 2022

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## **Declaration**

It is hereby declared that

1. The internship report submitted is my/our own original work while completing my 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 that 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.

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## Approval

The internship report titled The Internship Program at Dhaka Tribune submitted by Fatima Tasnim Maliha ID:18103046 of Summer 22 has been accepted as satisfactory in partial fulfillment of the requirement for the degree of Bachelor of Arts.

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## **Acknowledgment**

I want to start by thanking all of the faculty at BRAC University's English and Humanities Department for their support and advice while I was an undergraduate student. I am grateful to my supervisor, Seema Nusrat Amin, for her guidance and assistance throughout my internship. In light of this, I want to express my gratitude for Esha Aurora's advice during my internship at the Business News Desk of the *Dhaka Tribune*. It's been a truly memorable adventure made possible by my colleague's assistance.

During the three months I spent as a *Dhaka Tribune* intern, I gained a lot of knowledge. I began working with a strange mind, but I eventually became attached to my work. I would not have felt this joy if my parents hadn't provided me with love and support. I would like to show appreciation and affection for my parents' unwavering support. I consider myself fortunate to be completing my internship at the *Dhaka Tribune*, one of Bangladesh's top publications.

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## Chapter 1

### Introduction

For readers of mystery novels, Satyajit Ray's Indian-Bengali detective media franchise, *Feluda*, which stars the character Feluda, will undoubtedly remain the most popular and well-known detective Bengali literature has ever seen. A ten-year-old child who claims to remember details from his prior life is saved by *Feluda* in *Sonar Kella* (The Golden Fortress), an epic quest unlike any other. Feluda encounters his arch-enemy in Joy Baba Felunath (The Mystery of the Elephant God), a man whose sheer cunning almost eclipses Feluda's genius. In the story "Chinnomostar Obhishap" (The Curse of the Goddess), Feluda uses his razor-sharp intelligence to solve puzzle after riddle after riddle. The Renaissance-era painting, "Tintoretto's Christ" (Tintoretto's Christ), which has been stolen from an aristocratic family in rural Bengal, requires Feluda to go all the way to Hong Kong.

A typical reader aspires to be everything that Feluda represents. He truly is their "hero" in every sense of the word. Despite this, he is a man made of flesh and blood, much like one of them. To discover the deeper significance of every fact and, if there was one, any hidden truth, I spent my childhood prodding people with the most absurd questions. I felt like journalism was the only option to complete my investigation as a reliable source and make my viewpoint heard. I eventually decided to enroll in the English and Humanities Department of Brac University after completing my high school education and looking for the finest available institution for further study. There, I selected Media and Cultural Studies as my major.

We live in a rapidly changing world. Using the news media can help you keep up with how the world is changing. People learn about international news through the newspaper.

Newspaper firms give the news to draw readers' focus to a particular piece of news. The daily news has an impact on people's lives and views. Though either a good or bad development may result from this, we spend hours staring at the screen, discovering bits of information from all around the world. The newspaper industry can match reader demands with the aid of technology. The newspaper is how people learn about current affairs and fashion trends. The nation's impending crisis, disasters, politics, business, sports, weather forecasting, entertainment, and other issues are presented to readers. Newspapers have separate columns for things like word puzzles, op-eds, editorial comics, and obituaries. Newspapers have a significant impact on how we live our daily lives. Everyone reads it. The general audience can read the news in the newspaper.

The demand for editors in the newspaper industry expanded during the 19th century. In the newsroom, editors play key roles. They assist in the creation of content and provide it to readers in its finest possible shape. The staff of a newspaper often consists of editors from several areas. The articles of reporters are modified. Before stories are made available to readers, editors are the first to get them. Reports are gathered by subeditors from the reporters. After that, polish them up by using the correct language, word choice, punctuation, and sentence structure for the context. Subeditors rewrite the reporter's material and ensure that it is as error-free as feasible. They facilitate readers' reading and comprehension of an article. There are various editors in a newspaper. They carefully and methodically edit the reporter's news stories, paying particular attention to the word count, grammar, headlines, and sentence structure. Some editors are responsible for overseeing the news from their particular departments of business, sports, entertainment, and so on.

Sub editors aim to maintain as much of the text written by reporters as feasible. Editors are the last to review a news report before it is published. They double-check the text as well as the content and facts. The ability to combine speed and accuracy is the most crucial trait an editor can possess. In the realm of online news, time is the key. To fulfill the deadline, editors are under constant pressure to produce quality work. They enhance the work of reporters and provide bylines or credit for their pieces. Additionally, they must be aware of the type of narrative that is requested, as well as its length and due date. Seeing their dedication, passion, and commitment to their profession, I became more interested in media and cultural studies. Through media classes, I gained knowledge of the creation of news reporting and the planning that goes into newspaper layouts. Newspapers continued to pique my curiosity. Along the process, I questioned whether I wanted to write articles or work as an editor. Editors contribute to the creation of news. And it was in media and cultural studies that I discovered my answers. I want to assist in the creation of articles and present them to readers in the best light possible. I was thrilled to be allowed to contribute to the news-making process by the *Dhaka Tribune*.



## Chapter 2

### A brief history of *Dhaka Tribune*



The *Dhaka Tribune*, a recently established newspaper agency, began its journey on April 19, 2013. The publisher of the *Dhaka Tribune* newspaper, Kazi Anis Ahmed, is followed by the founding editor, Zafar Sobhan. Owners of the *Dhaka Tribune* include the Gemcon Group and the Kazi Farm Group. The *Bangla Tribune* is the name of the newspaper published in Bangla by the *Dhaka Tribune*. The *Dhaka Tribune* offers online versions in addition to its conventional printed publications. The *Dhaka Tribune* began publication on March 1 as a broadsheet before switching to a compact format. On May 1, 2019, they went back to the broadsheet format. The *Dhaka Tribune* has 24.8 pages of national and international news coverage. The newspaper immediately published significant news regarding the Rana Plaza Disaster following the *Dhaka Tribune's* publication.

The primary goal of this newspaper is to keep readers interested so they will read more. They report the news in an impartial and non-judgmental manner. The motto of the *Dhaka Tribune* is "The news you want. No more, no less". The publication provided a forum for the country's young people, giving them a new voice. They delve deeper to reveal news so they can

give the silenced a voice. Through their news, they keep up with breaking news in politics, business, and any other unreachable information.

While providing readers with thorough and pertinent news, they pursue the truth. The Rohingya refugee crisis and migration have both been extensively reported by the *Dhaka Tribune*. They gave them a voice and a platform to speak in front of the world by giving them a voice. A look into the lives of the refugees was provided by the *Dhaka Tribune*. Their coverage of the Rohingya situation includes information about murder, drug misuse, sexual assault of women and children, etc. Bangladesh's Equal Gender Rights are supported by the *Dhaka Tribune*. To pique people's interest, they provide extensive updates on the country's developing issues.

They want to capture the attention of the younger generation through their print and online media platforms. Since 2015, they have collaborated with the Dhaka Literary Festival. They are well known for their award-winning marketing campaigns "Glad to be Bangladeshi" and "I am made in Bangladesh." Through prominent citizens of Bangladesh, they told the stories of the Bangladeshi people. The English-language newspaper *Dhaka Tribune* rose to the second-highest circulation in the nation and became the most popular news website.

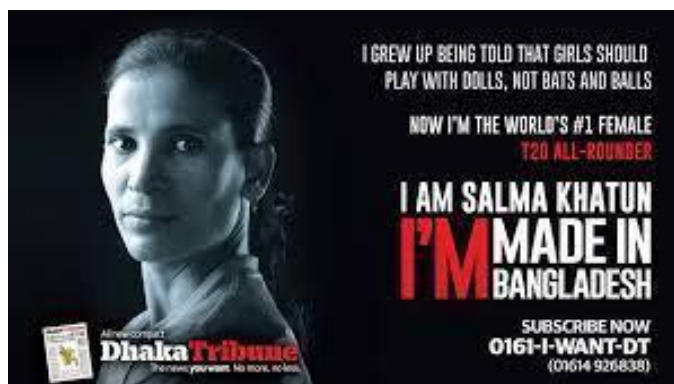


Figure: Campaign

## Chapter 3

### *Dhaka Tribune's* Departments and Style Guide

The *Dhaka Tribune*, one of Bangladesh's top English-language daily newspapers, features a variety of news stories in several areas. The departments listed above—Central Desk, Features Desk, Arts and Letters, Sports Department, Showtime Department, and Business—are responsible for each of these parts. Every department provides coverage of both domestic and foreign news for the broadsheet and internet. The authenticity of news is assured as the primary foundation of all departments. All departments ensure that information obtained directly from sources or obtained from secondary sources is thoroughly vetted before being released to readers to provide them with unbiased information. Only the relevant information is published after verifying the facts, and the website is then updated to retain the immediacy of any news. In-depth details about the news stories are provided nevertheless, for the broadsheet newspaper to print the following day.

The *Dhaka Tribune* has a set style manual that it adheres to when writing for both the newspaper and its website. Their "Style Guide" provides detailed and explicit explanations of all their writing guidelines.

- a. Articles: Their Style Guide stipulates that all short stories must normally be no longer than 300 words. Under exceptional circumstances, the news editor should be notified if the word count surpasses 600 words. Additionally, it is advised that long-form stories stick to 1200 words or less.
- b. Headlines: On the other hand, there are certain approaches to writing headlines. The headline is what readers will first notice, so it is advised to write it. This provides readers with a clear understanding of the news. The *Dhaka Tribune* writes any headline using "

action verbs" within 70 characters. For example, 'apply' or 'use' instead of 'employ' and 'exhibit' or 'reveal' in place of 'display' or 'show'.

- c. Standfirst: This is the second most essential factor when publishing any news or article online. The standfirst is what most people look to read after the headline. The stand-firsts are therefore written after the headline in the first 75–80 characters. The stand-first section gives readers a quick overview of the news or subject.
- d. Spelling: The *Dhaka Tribune* does not just write in the British or American way. It combines writing in both British and English styles. The words organization, color, program, and others are among many that are commonly used.
- e. Writing currencies: The currency symbol, such as Tk 200 or \$ 200, is always used at the beginning. However, the two currencies are written differently, such as 200 yen and 200 rupees.
- f. Date: According to the *Dhaka tribune* rules, the date is written like this: August 13, 2022. If an event or occurrence is now occurring, only the month and date should use in a sentence rather than the year. United News Bangladesh (UNB) and Reuters are two

websites that Central Desk frequently monitors to stay up to date on international news.

HEADLINE: money in Swiss banks: BFIU submits report to HC

বাংলা AP Breaking Video Photo f

**UNB**  
UNITED NEWS OF BANGLADESH

BANGLADESH POLITICS BUSINESS SPORTS WORLD TECH ENTERTAINMENT SCIENCE LIFESTYLE PODCAST OTHERS

VIDEOS MORE

এশিয়া কাপ ও টি-২০  
জাতিসংঘের মানবাধিকার...  
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Laal Singh Chadda: ভ...  
মজুরি বৃদ্ধির দাবিতে...  
জাটানি ভেলের মূল্য...

TOP NEWS TRENDING SPECIAL

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Markets data

**World News**

World  
Jewish worshippers' bus attacked in Jerusalem, seven hurt  
6:21 PM GMT+6

World  
U.N.-chartered ship in Ukraine readying for journey to Africa  
4:56 PM GMT+6

World  
Fireworks warehouse explodes in Armenian

World  
**Ukraine targets Russian soldiers accused of threatening nuclear plant**  
9:41 PM GMT+6 · an hour ago

World  
**U.S. lawmakers arrive in Taiwan with China tensions simmering**  
10:10 PM GMT+6 · Updated 27 min ago

World  
**Ruto pulls ahead in Kenya's presidential vote count as tempers fray**  
8:45 PM GMT+6

Feedback

Activate Windows  
Go to Settings to activate Windows.

## Chapter 4

### My Daily usual activities at Tribune Business Desk:

I joined as an intern at *Dhaka Tribune* on January 24th. I worked in their business news department. Since the arrival of the Covid-19 pandemic, they had been working fully from home for almost two years. But the other departments were offline as I had to work at the central desk for a very short time initially. *Dhaka Tribune* started stepping into work fully from home for interns in the last of January. For the first few weeks, my experience was really good. My boss and my colleagues were extremely helpful to me. I learned a lot of things that helped me overcome my weaknesses in writing. This paper will show how and in which ways my internship and the theories of my courses helped me in my overall progress.

On my first day, they told me to take everything easily and not to put any pressure on myself, and they handed me the style guidelines and provided instructions on how to write a story. Also, they informed me about the link to their daily work log and daily story list by sub-editors. My boss told me that the style guideline is very important for a news organization because a style guide differentiates each organization from the other. Therefore, for writing a story, editing a PR, or writing a story, an intern has to have the information from the style guide. For example, In *the Daily Star*, it was written, "The government today appointed new **managing directors** (MDs) at three state-run **banks** – Sonali, Agrani, and Rupali." Here, the designation's first letter is in small letters and the 'bank' noun is in small letters too.

In the case of *the Dhaka Tribune*, it was written, "The government appointed new **Managing Directors** to Sonali **Bank**, Rupali **Bank**, and Agrani **Bank**." Here, the designation's first letter is in capital letters, and the 'Bank' noun is in capital letters too.

TODAY'S NEWS > 30 in next 25 years Cast of 'Better Call Saul' planning to watch series finale together: Bob Odenkirk Rail communication with northern E-paper বাংলা

# The Daily Star

MONDAY, August 15, 2022 | Journalism Without Fear or Favour

Proud partner in constructing the Padma Bridge **Fresh CEM**

News Opinion Coronavirus Sports Business Entertainment Life & Living Youth Tech & Startup Feature Environment NRB

## Business

### Three state banks get new managing directors

f t g+ i n v e +

**Star Business Report**  
Sun Aug 14, 2022 09:07 PM Last updated on: Mon Aug 15, 2022 03:45 PM



Afzal Karim, Murshedul Kabir and Mohammad Jahangir. Photo: Collected

**T**he government today appointed new managing directors (MDs) at three state-run banks - Sonail, Agrani and Rupali.

The financial institution division issued three separate notices related to the recruitment of the MDs.

[For all latest news, follow The Daily Star's Google News channel.](#)



দ্য ডেইলি স্টার | বাংলা



৩১ মিনিট আগে | **স্বাধীনতা**

আসন্ন শোক দিবসে বরগুনার স্বাধীনতার ২-তম শতাব্দীর সংসর্গে

স্বাধীনতা শোক দিবসে বরগুনার স্বাধীনতার ২-তম শতাব্দীর সংসর্গে

৩১ মিনিট আগে | **স্বাধীনতা**

Figure: Business News Desk of The Daily Star




DT E-PAPER NEWS BUSINESS WORLD SPORTS OPINION D2 SHOWTIME DT TUBE MORE

Business

## Govt appoints new MD for Sonali, Rupali and Agrani banks

According to one of the circulars, Managing Director of Bangladesh House Building Finance Corporation Afzal Karim has been appointed as the MD and CEO of Sonali Bank for the next three years

f t e v



From left Afzal Karim, Mohammad Jahangir and Murshedul Kabir

Tribune Desk

August 14, 2022 8:49 PM

Figure: Business News Desk of Dhaka Tribune

<https://www.thedailystar.net/business/news/three-state-banks-get-new-managing-directors-3094966>

<https://www.dhakatribune.com/bangladesh/2022/06/21/loan-scam-giasuddin-mamun-2o-others-sued-for-embezzling-32c>



From the 5th week, I started learning how to document stories for news articles following the guidelines. Earlier in my first response paper, I mentioned that every organization follows a different style for writing articles and news covers. Similarly, in *Dhaka Tribune*, the business news department is responsible for both national and international news. News stories are divided into two categories "hard" and "soft." They are further divided into two sections: the leads and the body, covering the story in detail. The lead establishes the tone of the article and provides a brief synopsis of its contents to the reader. The body, on the other hand, comes next, with its points developed in ascending order of importance. The business department is where all of the editing, translation, and double-checking is completed quickly for any business news. Business desk editors rewrite stories, press releases, features, extended stories, and translate news from Bangla to English, among other things.

The editors revise the story with the reporters' notes. Reporters write the first draft of the novel and deliver it to the sub-editors after gathering important field material. The editor's next task is to edit the story and make necessary changes following the guideline. They organize their rubric for grammar, word choice, headlines, word limit, punctuation, sentence structure, and so on. Sub-editors ensure that the reporter's content is free of errors. The story is revised by editors before being sent to the *Dhaka Tribune's* news portal.

My boss suggested that first I should familiarize myself with the news stories by visiting the *Dhaka Tribune* website. I solely worked on the stories that my boss assigned to me. My senior colleague also assisted me greatly and provided the necessary guidance for the editing of news that came to me. A revision sub-editor used to review my work before releasing the articles because I was an intern and still learning. My boss helped me by pointing out my errors and advising me on how to prevent them in the future. I mostly edited reporters' and news outlets'

raw materials. Seniors urged me to monitor the website to see what news we were missing and whether or not to post certain stories.

During my internship, my supervisor introduced me to the Daily Story List, an excel document. I had to fill in the Daily Story List's headline, assigned and submission time, edited by word count, and status fields. The *Dhaka Tribune's* Daily Story List is used to track which editor is working on which story and which story is being submitted to the site.

My routine job at the business news desk was translating the reporters' stories and editing the PRs. I had to maintain the style guide for it. I edited away the extraneous bits while keeping as much of the reporter's wording as possible. In addition to translating, I had to revise and modify articles from other sources. Press releases, translating news from Bangla to English, and rewriting news were all part of my daily duties.

I had to write headlines and captions for pictures. I had to remember the style guide and the structure of the pieces when editing. While working, I had to explain to the writer what was missing and what needed to be trimmed to complete the essay. I tried to write articles that were easy to read, with longer sentences and fewer words. Following that, I was expected to work on articles that are the center of our readers' interest. To ensure that our readers are well informed, I had to conduct extensive online research for these publications. I did national and international reporting. I had to pay close attention to the specific news organizations' by-lines and the story formatting. Specific spellings had to be corrected. The skills and knowledge that I developed during the editing course as one of my major courses helped me to edit stories throughout my internship.

One of the regular tasks I have for daily work is editing the PRs from the agencies. My supervisor sent me about 12 to 15 PRs every day to edit and submit them all together to them at a

specific time limit. Time is most important here, as the online news always needs to be updated. So, for time management, the style guide was necessary to maintain for every piece of news. One of my jobs was to translate news reports from Bangla to English. My supervisor handed me translation tasks to put my skills to the test. When translating stories, I had to maintain the meaning of the text as much as possible conveyed by the correspondents. By following the 5Ws and 1H approach, the correspondents must know what type of story is wanted, as well as the length and deadline.

For instance, the "Who?" "What?," "When?," "Where?," "Why?," and "How?" questions are part of the 5 Ws and 1 H approach. Keeping in mind the "5 W's and 1 H," I revised the stories. And I enjoy how a news item is put together using the 5 Ws and 1 H technique; an editor may create a headline by simply summarizing the lead. In addition, I had to consider the five aspects of newsworthiness: proximity, prominence, timeliness, consequence, and oddity. "[...] the idea of news value and its components, which demonstrate that if a news item satisfies specific criteria, it will be published in the media and possibly receive prominent placement" (Ittefaq 82). After that, correspondents deliver the information to the editor.

At the Business News Desk, translating news reports was a difficult as well as time-consuming task as some of the words were new to me. The combination of speed and precision is the most crucial ability a translator and editor ought to have. In the realm of online news, time management is the main essence to keep pace with the overall work schedule. My boss suggested that I familiarize myself daily with the English news format by visiting the *Dhaka Tribune* website. They prefer to utilize straightforward language. Instead of 500 words, the *Dhaka Tribune* daily prefers news pieces that are under 300 words long and contain all the required information. The length of a story is critical since readers are least likely to spend more than 1-3

mins over reading online news. As a result, I had to pay attention to the story's word limit. As a result, it encourages its sub-editors to communicate with the readers by using fewer words.

While delivering the specifics, a piece of feature news with 600 words and a long story must be reduced to 1200 words. In addition, I had to pay attention to certain spellings since there are British and American spelling. For instance, using "organization" instead of "organisation" as per the style standard.

The headlines should be brief and to the point; lengthy titles diminish the visibility of news on social media. If the original headline exceeds 60-70 characters, including spaces, the story requires a shorter headline (home title) for the *Dhaka Tribune* website's homepage. A headline serves as both a label and a commercial. The title must be appealing, but it must also be accurate and truthful. A caption serves a different purpose than a headline. It's a label, not a billboard. It should be succinct, and accurate, and address the queries "when" and "where." The news is incomplete without the photo and caption. Readers will appreciate the break provided by the photos, which also add value and context to the story.

## Chapter 5

### Inverted Pyramid

The inverted pyramid is a particular writing structure that is used when preparing reports. The lead paragraphs 5W and 1H (who, what, where, when, why, and how) questions are addressed in an inverted pyramid format. While the extended details are continued in the following paragraphs.



A figure of an Inverted pyramid

The inverted pyramid is claimed to have originated as a journalistic writing style during the American Civil War. Soldiers from the opposing side frequently cut the telegraph wires when authors tried to telegraph their accounts to individuals who needed to be informed about the situation of a conflict. Writers developed the practice of placing the most crucial material first to

make sure that the key news got through. The inverted pyramid is currently the most used structure for news articles.

The material is presented in this structure in descending order, with the most significant information appearing at the top of the article and the less significant information written in a shorter, downward direction, finishing at a fine point in the style of an upside-down pyramid. In a pyramid, the strongest, widest component is typically at the base, acting as a foundation for the remaining shape. In contrast, your strongest point in a news story is at the top or beginning, and this serves as the basis for the remainder of the article.

In other words, you state your primary points in the introduction, and the supporting and elaborating paragraphs follow to provide more specific answers to the familiar "who, what, where, when, and why" questions. The reader has also grown accustomed to this framework for framing articles, understanding that the story's headlines will appear first and that supporting data will be presented in descending order, with the least important or helpful material appearing in the final paragraph or paragraphs.

## Chapter 6

### Translations

In translation, do not only translate the Bangla text into English translation. Not the story's language, but the essence should be translated. A story structure that works in Bangla frequently fails to translate well into English. To emphasize the details that are most important to a story, one might need to reorganize the story. One is free to consult external sources if further details and context are needed for the work. Also, free to shorten or lengthen a story based on its significance.

When translating a report from the Bangla Tribune, give them credit inside the story but use the Tribune Desk byline when publishing. If a Bangla Tribune article contains an author byline, however, use that author's name as the published by-line rather than Tribune Desk. The "sense to sense" translation approach and word-for-word translation in both the "source language" and the "target language" were taught to us in our ENG 465 Translation Studies course.

Jeremy Munday examined several translation processes in his work, "Introducing Translation Studies: Theories." To preserve the beauty of the language, he asserts that "the translator should have perfect knowledge of both SL and TL" (Munday 26). Following Tyllent and Dolet's laws, to translate into the target language, a translator must possess a perfect understanding of the source work and adhere to the same style. For accurate translation, Dolet outlined five guidelines, and Tyllent outlined three guidelines (Munday 267). A skilled translator

should not only use one method; when translating a text, the original sense of the text should be preserved.

## টফি অ্যাপে দেখা যাবে বাংলাদেশ-সাউথ আফ্রিকা ক্রিকেট সিরিজ

**ঢাকা, ১৮ মার্চ ২০২২:** দেশের জনপ্রিয় ডিজিটাল এন্টারটেইনমেন্ট অ্যাপ টফি-তে বাংলাদেশ সাউথ আফ্রিকার মধ্যকার তিনটি ওয়ানডে এবং দুইটি টেস্ট ম্যাচ সরাসরি সম্প্রচার করা হবে। ম্যাচগুলো বাংলালিংক-এর নির্দিষ্ট ডেটা প্যাক ব্যবহার করে দেখা যাবে অ্যান্ড্রয়েড ও আইওএস মোবাইল ডিভাইস ও অ্যান্ড্রয়েড টিভিতে টফি অ্যাপে।

সাউথ আফ্রিকায় অনুষ্ঠিতব্য ওয়ানডে সিরিজের তিনটি ম্যাচ ১৮, ২০ এবং ২৩ মার্চ দেখানো হবে। প্রথম ও তৃতীয় ম্যাচটি বিকাল ৫টায় এবং দ্বিতীয় ম্যাচটি দুপুর ২টায় সম্প্রচার হবে। এরপর ৩১ মার্চ ও ৮ এপ্রিল দুপুর ২টায় সম্প্রচারিত হবে টেস্ট ম্যাচ দুটি।

টফি অ্যাপে লাইভ স্পোর্টসের জন্য রয়েছে নির্ধারিত চ্যানেল। এই চ্যানেলে বাংলাদেশ-সাউথ আফ্রিকা ওয়ানডে এবং টেস্ট সিরিজ সরাসরি দেখতে পারবেন দর্শকরা। ডেটা প্যাক সংক্রান্ত তথ্যও পাওয়া যাবে এই চ্যানেলে। বিস্তারিত জানা যাবে টফি-এর অফিসিয়াল ফেসবুক পেজে।

**টফি-এর ডিরেক্টর আব্দুল মুকিত আহমেদ বলেন,** "ক্রিকেটপ্রেমীরা এখন চলতি পথে, অফিসে কিংবা ভ্রমণের সময়েও ইন্টারনেট ব্যবহার করে খেলা উপভোগ করতে ভালোবাসেন। লাইভ ক্রিকেটের আনন্দ এখন বাংলালিংক গ্রাহকদের জন্য টফি-এর দর্শকদের কাছে পৌঁছে দিচ্ছি আমরা। ক্রিকেটভক্তরা বাংলাদেশ-সাউথ আফ্রিকা সিরিজ টফি অ্যাপ এবং ওয়েবসাইটে দেখতে পারবেন বাংলালিংক এর দ্রুতগতির ইন্টারনেট ব্যবহার করে। এছাড়াও আমরা ডাবিংকৃত সিরিজ, অরিজিনাল কনটেন্ট, অসংখ্য টিভি চ্যানেল এবং ইউজার জেনারেটেড কনটেন্ট (ইউজিসি) নিয়ে এসেছি দর্শকদের জন্য।"

Bangla copy of Toffee App



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Bangladesh-South Africa cricket series will be broadcasted live on Toffee

Three ODIs and two test matches between Bangladesh and South Africa will be broadcasted live on the country's popular digital entertainment app, Toffee.

Matches can be viewed using Banglalink's specific data pack on Android and iOS mobile devices and the Toffee app on Android TV read a press release.

The three matches of the ODI series to be held in South Africa will be shown on March 18, 20, and 23.

The first and third matches will be broadcasted at 5 pm and the second match at 2 pm.

The next two test matches will be broadcast on March 31 and April 8 at 2 pm.

The Toffee app has designated channels for live sports and viewers will be able to watch the Bangladesh-South Africa ODI and test series live on this channel.

Abdul Mukit Ahmed, director of Toffee, said: "Cricket fans now love to enjoy the game using the internet on the go, in the office, or on the go. We are now bringing the joy of live cricket to the viewers of Toffee for Banglalink subscribers. Using Banglalink's high-speed internet, cricket fans can watch the Bangladesh-South Africa series on their toffee app and website. We have also brought dubbed series, original content, numerous TV channels, and user-generated content (UGC) for the viewers."

Desk/Fatima

### An English copy of the Toffee app

I tried to keep the word count correct by removing extraneous words and using simple English vocabulary. Some difficult Bangla words, for example, সম্প্রচার is replaced by broadcast, নির্ধারিত is designated, অনুষ্ঠিতব্য is replaced by held; English words. Words are chosen here to preserve the original substance of the text.

## Chapter 7

### Web Styles

**Sentences:** When writing online stories, it's necessary to use concise words whenever possible. The web story should be straightforward. The ideal format to use is to attempt to limit each phrase to 20 words. To that end, pay attention to word choice; choose "he did this unconsciously" rather than "he did this without realizing what he was doing." Use precise language and short, straightforward sentences whenever possible.

**Pictures:** Use related images if they are available. It is beneficial to intersperse lengthier content with images or videos (in addition to supplementary articles). Verify the size and quality of the image before publishing it. The images used must always be of the finest quality. Use generic images when related pictures aren't available or when related pictures are available but aren't visually appealing. However, make sure the generic image is consistent with the primary topic. Some more rules:

1. Contractions are not used in the Dhaka Tribune. Instead of "don't," "do not," and "have not" are used, respectively. This is so because native English speakers frequently utilize contractions in speech, including in dialogue. Contraction is rarely employed in Bangladesh because English is not the local tongue. Only when a native English speaker is speaking in the news story are contractions used.
2. Abbreviations are never followed by full stops.
3. An acronym is a term created by shortening the original phrase or word. They often consist of a few letters and are pronounced differently than the original name. NATO,

NASA, RAB, SAARC, and other examples. Full stops are never placed between letters in acronyms; only capital letters are.

4. The words used to represent numbers are always ones that are less than 10. Numbers 10 and higher are represented by numerals.

## Chapter 8

### Press Release

Any organization that wants to organize or hold an event and wants the general public to learn about it or attend it typically sends out invitations via social media, especially print media. The invitation, which includes all the details and the justification for the event, is prepared in a document file and delivered to the newspaper's editor. This document is known as a press release.

Since the *Dhaka Tribune* is an English-language newspaper, if a press release is received in Bangla, the text is translated into understandable English before being turned into an article using the format preferred by the business desk. I have learned how to edit a story, mainly PR, as the business news department got PRs every few minutes from the respective organizations. There are also the Bangla stories and the PR from the respective organizations. I have to translate them and maintain the rules with the style guidelines. For a story, there need to be more paragraphs to make it easy for readers to see.

To edit a PR, the important information should be in first, as the reader will read the important information first, not the unnecessary ones. For me, this step relates to my English 401: Editing course, where there's a topic for journalism about what necessary steps should be taken by the editor to make it more readable for readers. I'm required to correct the grammatical issues and word choices and summarize the sentences with the correct headlines for the PRs.

The author's name is not included if the writer has access to adequate information about an event and does not need to make any adjustments beyond editing. The "Tribune Desk" is

listed in place of the author's name because it is the department that gets the information and publishes it after making a few changes.

I had to edit the PRs according to our style guidelines and also focus on the given bylines from the agencies.

1. According to the style guide, headlines should always be in the present form, "Grameenphone turns 25 and reaffirms to enable accelerated digitalization."
2. We try to avoid the format of the word "limited" and write it as "Ltd." For example, "City Bank inks a deal with Greenland Equities Ltd."
3. Some of the other rules are: don't keep Mr. in the name. For example, if 'Mr. Rafique Rahman signs the deal with the ABC group,' and the letter "Mr." will be removed from the name. Similarly, Md. Karim Rahman signed the deal with the ABC group; here the dot after 'Md.' will not be included and written as 'Md'.
4. Moreover, in the case of "high official," we have to write "top officials" as "high" sounds improper in a news story according to the style guide.
5. In the case of spelling, the *Dhaka Tribune* speaks a mixture of British and American English. Therefore, use "ize" rather than "ise" and "z" rather than "s." However, "u" is also used with terms like labour, colour, and honour. Also, the right spelling is "program" the wrong is "programme", and "organization" and the wrong is "organisation."
6. In the case of the job title, the capital letter depends on the name of the person, whether it will be small or big. Here's a little example: if the job title comes before the name, the job title will be in capital letters; 'Director' XYZ, and if the job title comes after the name, the job title will be in small letters; XYZ, 'director' of the ABC company.

7. Furthermore, it's the most crucial rule that for a news story, important information should come before and then the basic information of the news is about.
8. Moving to the next rules, for business news, many agencies are sending their PRs to be published on the news sites. That's why one can find many abbreviations in business news. For example, Safa can be read in one go. That's why only the first letter is uppercase and the rest of them are lowercase. On the other hand, in BGEMA, here, every letter was read one by one. That's why, here, every letter is written in uppercase.
9. One of the important rules for the local business news in the *Dhaka Tribune* is that we don't write; Cumilla, Jashore, and Chattogram. Instead of that, we write Comilla, Jessore, and Chittagong. Typically, all districts use their old spelling form, in *Dhaka Tribune* news. You can double-check the spelling of districts, Upazilas, and unions in Bangladesh at: [www.bangladesh.gov.bd](http://www.bangladesh.gov.bd)
10. Crosscheck the names of ministries and ministers at [www.cabinet.gov.bd](http://www.cabinet.gov.bd)

Here is the article of some press releases: “Coca-Cola onboards Tahsan and Arnob for upcoming projects” <https://www.dhakatribune.com/business/2022/01/26/coca-cola-onboards-tahsan-and-arnob-for-upcoming-projects>



Picture: Coca-Cola onboards Tahsan and Arnob for upcoming projects

Some press releases: <https://www.dhakatribune.com/business/2022/01/26/lg-launched-campaign-for-its-puricare-water-purifier-in-bangladesh>

<https://www.dhakatribune.com/business/2022/01/25/realme-launches-its-gt-master-edition-smartphone>

<https://www.dhakatribune.com/business/2022/01/25/bengal-commercial-bank-holds-first-annual-business-conference>

## Chapter 9

### **Theories and methods related to my internship at the *Dhaka Tribune*:**

Some of my works are inspired by topics covered in my academic courses. Some translation, copyright, editing, and cultural theories helped me perform successfully at work. Two types of translation were covered in ENG 465: word-for-word and sense-for-sense. During my internship, I translated more frequently using the "Sense for Sense" translation. By altering the language form while maintaining the same idea, Sense for Sense translation assisted me in translating from Bengali to English.

ENG 440 English for the Print Media and ENG 465 Translation Studies were both simply applicable during my internship at the *Dhaka Tribune* online section. I could apply ENG 465 Translation Studies to the translation of raw news reports from Bengali to English. News items called in are formatted to match the web part of the Dhaka Tribune. ENG 440: English for the Print Media can be related to this. I learned about standfirst in ENG 440, which is a brief introduction that is less than 89 characters long, including spaces. This appears in the space between the byline and the headline.

When I used to edit articles for the online portion of the *Dhaka Tribune*, I referred to the chapters in the ENG 401 Editing Course labeled "Spelling, Grammar, Punctuation, and Idiom, and Syntax." The *Dhaka Tribune* typically spells things in American English, but occasionally it also employs British English. I had to ensure that the subject-verb agreement was appropriate in terms of grammar. To make the phrases' meanings obvious, I also had to check that punctuation, such as commas, was used correctly.



Through the course ENG 331: Introduction to Cultural Studies: Theory and Practice, I was able to relate to the situations from real life. The critiques of Michelle Foucault's "Panopticon" and "Power of Gaze" are significant in the current world, particularly in the media sector.

In his article "Eye of the Power," French philosopher Michel Foucault connects the concept of societal control to the "Panopticon" apparatus. Jeremy Bentham, an English philosopher, created the term "panopticon" to describe a tower-like architectural style with an "all-seeing eye." All members of a society were prevented from engaging in behavior they did not want to be seen doing by the Panopticon, which acted as a policing tool. This constant watch over all members of society was known by Bentham as "The Gaze." The "Power of the Gaze" construction has a tower and peripheral vision that resembles several cells. There are CCTV cameras at the entrance to the *Dhaka Tribune* that is constantly watching everyone entering and leaving the structure. The tower's concept is one of "centralized observation."

1. Sexism and Racism: Females and people of color are being used as props in advertisements by the media and businesses. Women and members of minorities experience racism and sexism everywhere in the world. The newspaper "Tribune Dhaka" is well known. Before publishing any news, the editor double-checks issues of racism and sexism to avoid stereotyping. My seniors told me to specify a woman in a news report using the appropriate language. Additionally, it is expressly forbidden to use racial terms like "Arab," "Asian," "Muslim," or "Nigga" when reporting on any news. Reporters and correspondents are hired by the *Dhaka Tribune* news agency from a variety of ethnic backgrounds. During my academic studies in English for print media, we learned that sexism and racism shouldn't be encouraged when covering any news.

## Chapter 10

### Conclusion

The Business News Desk of the *Dhaka Tribune* has provided me with an opportunity to learn more about the online media industry. Through this internship, I was able to put my academic knowledge into practice. A 12-week internship at the *Dhaka Tribune* was a life-changing experience. Along the way, my boss and colleagues were quite helpful. They always helped with my every problem and help to learn from my mistakes. My coworkers pointed out my errors and advised me on how to prevent them in the future. My senior colleague's suggestions and directions were quite helpful. I learned a lot about how to operate a newsroom.

When revising a story, I learned about important elements to consider as well as uploading guidelines and other topics. I've had to go through some of the basics of editing and publishing work online several times. I was able to overcome the hurdles throughout this journey with the help of my supervisor, Esha Aurora, and other coworkers.

I think the abilities I've acquired via my internship will help me build a successful career in the future. Through this report, I share my experience with others and how my major specialization in Media & Cultural Studies has benefited me in my professional life. Three months, in my opinion, is not enough time for a junior journalist to become familiar with both print and internet media. I have learned how to work under pressure due to this internship. In the online world of journalism, I came to understand the value of time. Despite this, working for a newspaper agency allowed me to learn a great deal and develop insights that would help me in the future.

## **Dhaka Tribune**

www.dhakatribune.com

January 18, 2022

Ref: DT/HR/2022/010/255

Fatima Tasnim Maliha  
Dalia- 303, BSL Residential Complex, Mirpur-13  
Dhaka

Subject: Offer of Internship

Dear Ms. Maliha,


Reference to your applications **Dhaka Tribune** is pleased to offer you an Internship, effective from **January 24, 2022 to April 23, 2022**.

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 4,000 (Four 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,

  
Muhid Bhuiya  
Manager, Human Resources

I accept the offer,

Signature of the intern.....

## Dhaka Tribune

### Employee Joining Report

Date:

Head of Human Resources  
Human Resources Department  
Dhaka Tribune

Dear Sir,

Reference to your letter dated 15th January, regarding my joining with Dhaka Tribune as Intern under Business department. I do hereby report for duty with effect from 24th Jan.

This is for your kind information and record.

Thanking you,

Yours sincerely,

Fahima Tassim  
(Employee signature)

Name: Fahima Tassim

\_\_\_\_\_  
(Signature, Head of Dept.)

Name: .....

Date:

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