

Report On
Internship as an Uploader at Dhaka Tribune

By

Md.Lifet-Uz-Zaman

18303016

An internship report submitted to the Department of English & Humanities in partial fulfillment of the requirements for the degree of BA Hons. in English.

Department of English and Humanities

Brac University

October 2023

© 2023 Brac University

All rights reserved

Declaration

It is hereby declared that

1. The internship report submitted is my 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 have acknowledged all main sources of help.

Student's Full Name & Signature:

Md,Lifet-Uz-Zaman

18303016

Supervisor's Full Name & Signature:

Dr. Tabassum Zaman

Associate Professor, Department of English and Humanities

Brac University

Acknowledgment

I want to start by thanking Allah for all the chances He has given me. Thank you to my parents as well for supporting me at all times. I am at this point today as a result of their support and encouragement. I am appreciative to my parents Lailatul Sultana and Md. Moniruzzaman for making the decision to admit me into BRAC University. And many thanks to them for their financial and psychological support.

I also appreciate the assistance and helpful advice I received from my respected supervisor Dr. Tabassum Zaman. I must appreciate her wisdom and tolerance. Without his support and encouragement, I would never have been able to finish my report so effectively and elegantly.

I want to express my gratitude to the Dhaka Tribune's top staff. I would especially want to thank Nafiu Nabil and Faisal Mahbub, Dhaka Tribune's sub-editors, for giving me the chance to work for one of the top English-language newspapers in Bangladesh.

Contents

Acknowledgment	3
Chapter 1	6
Introduction	6
Offer Letter Acceptance	8
Chapter 2	10
About Dhaka Tribune:	10
Central Desk online:	11
Chapter 3	12
Backend Manager: Online news portal of Dhaka Tribune	12
Headline/Post title:	12
Homepage title/Homepage headline:	12
Standfirst or SF:	13
Description:	13
Author:	14
Feature:	14
CMS:	15
Tags:	16
Category:	16
Chapter 4	18
Uploading Stories in the online portal	18
How to upload stories	18
Adding feature image	21
Tags	22
Category	22
Updating news	23

Advertisement	23
Fixed Timing	24
Video and Photo Editing	25
Editing images	25
Video editing	25
Chapter 6	27
Theories related to my work	27
Panopticon	27
Theory of “Mediascape”	27
Five news value factors	28
Chapter 7	30
Conclusion	30
Works Cited	31

Chapter 1

Introduction

The world has changed, as have the times. We can now do any task in a very short amount of time, which was unthinkable even ten years ago. And thanks to the development of science and technology, these things are now achievable. Technology has made it much simpler to share news. One of the key responsibilities in delivering news to the public is played by the media and newspapers. This paper will focus on the concepts of media and newspapers alongside their functions and significance based on my internship experience.

Media is a broad term that encompasses various means of communication used to transmit information, news, entertainment, and culture to a wide audience. Newspapers are a fundamental and traditional form of media that have played a crucial role in informing societies for centuries.

Media is a plural form of the word "medium," which refers to the means or channels used to convey information, messages, and content to the public. Media can take numerous forms, including print, broadcast, digital, and social media. It serves several essential functions in society.

Media organizations, including newspapers, serve as primary sources of news and information. They gather, report, and distribute current events, enabling people to stay informed about local, national, and global developments.

Media can educate and enlighten audiences by presenting in-depth analyses, documentaries, and educational programs. It is a valuable resource for learning about diverse topics, from science and history to culture and politics.

In addition to providing news and information, media offers a wide array of entertainment content, such as movies, music, television shows, and video games. Entertainment media plays a significant role in leisure and cultural activities. Media reflects and influences the values, beliefs, and norms of a society.

Newspapers are a specific form of print media that have a long history dating back several centuries. They have been a vital part of the media landscape and have undergone significant transformations over time. Key aspects of newspapers include historical significance, information source, local and global coverage, print and digital formats, editorial and opinion pieces, etc.

Newspapers have been published since the early 17th century and played a pivotal role in informing the public about important events, political developments, and social issues. They have chronicled the evolution of societies and have been instrumental in shaping public discourse. Newspapers have traditionally been a trusted source of news. They cover a wide range of topics, including politics, economics, culture, sports, and more. Readers turn to newspapers for in-depth reporting and analysis. Moreover, newspapers often provide both local and international news, catering to readers' interests in their immediate communities and the wider world.

Though many newspapers have transitioned to digital formats in response to changing media consumption habits, but print newspapers have been remained the same as the traditional medium. In addition to news reporting, newspapers feature editorial and opinion pieces that provide analysis, commentary, and perspectives on various issues. These pieces contribute to public debate and discussion. Online newspapers and news websites now offer real-time updates, multimedia content, and interactive features.

Media and Newspapers are indispensable components of modern society. They inform, educate, entertain, and influence public opinion. While the media landscape continues to evolve with technological advancements, newspapers, whether in print or digital form, remain vital sources of news and information, contributing to the free flow of information and the functioning of democratic societies.

Offer Letter Acceptance

I have always wanted to work with newspapers or media since long ago. And I am very happy that by working with Dhaka Tribune I got an opportunity to fulfill my wish. A call from the department came to me on May 14. My selection for the internship was then announced to me. I was instructed to go to the office on May 16, and when I arrived, the receptionist asked me to sit for a bit. After some time, Shanjida Amin Omy, executive of the Human Resources of the *Dhaka Tribune* called me to complete the joining paperwork.

I discovered that I was assigned there to work under the department of Central Desk Online while I was finishing the joining papers. I put my signature on each required paper. I was given the assignment to meet with the Human Resources Manager once I had finished all the responsibilities. I had a brief interview with the manager. As all of the questions connected to my area of interest, which encompassed news-related information and what is happening right now throughout the world,



An image of my appointment letter

She advised me to learn about the Dhaka Tribune and how the newspaper operates with the aid of my peers and research. I received my employment letter to start on May 21st after finishing my interview. I received all the essential contact information through email from the chief executive officer of Human Resources two days later since I was given the option of working from home and didn't need to go to the office.

Chapter 2

About Dhaka Tribune:

One of Bangladesh's top English-language publications is The Dhaka Tribune. It was just founded in 2013, but since then, it has emerged as a significant news and information source in the nation. Here is a synopsis of the Dhaka Tribune's history:

Kazi Anis Ahmed, a writer, novelist, and businessman from Bangladesh, created The Dhaka Tribune. It was introduced on April 19, 2013, with the intention of giving Bangladeshis and people across the world access to high-quality news and commentary in English. The Gemcon Group, a multinational corporate conglomerate in Bangladesh with holdings in a range of industries, including media, is the newspaper's owner.

The Dhaka Tribune positioned itself as an unbiased, independent source of news and commentary, covering a variety of subjects including as politics, economy, culture, sports, and more. It is known for being dedicated to press freedom and journalistic integrity. It built a strong online presence through its website and social media platforms after swiftly realizing the value of digital media. As a result, it has been able to reach a larger audience in Bangladesh as well as among the Bangladeshi diaspora. It produces a daily print version in addition to its digital platform, making it available to those who prefer reading physical newspapers. It has also added a number of features and sections throughout the years to meet the wide range of reader interests. Investigative reporting, opinion articles, lifestyle and entertainment sections, and more are examples of this type of content.

The newspaper has actively promoted social responsibility and community participation via a number of projects and collaborations. It has won awards for its outstanding reporting and dedication to moral reporting. It has received several honors and prizes for its coverage on diverse topics, by offering news and opinion in English and serving a diversified readership both domestically and abroad, The Dhaka Tribune continues to play a significant role in Bangladesh's media scene. It continues to be a crucial resource for individuals looking for information about events in Bangladesh and the South Asian region.

Central Desk online:

I joined Dhaka Tribune on 21st of May. My department was (). This department can be called the heart of Dhaka Tribune. Because all the important work that is done online is done by this department. During the interview I was asked to meet Nafiu Nabil or Faisal Mahbub on my first day. They are the sub-editors. So, I contacted Nafiu Nabil and Faisal Mahbub. They were the in-charge of uploading news daily. For the first two weeks, I experienced how the Dhaka Tribune's central desk operated. I was joined to the 'DT Desk, Social, Digital' group, which also included the newspaper's editor, to help me become comfortable with everything. As an intern, I had to pay attention to everything and was responsible for posting each piece of news on our website. The process of becoming accustomed to the newsroom's atmosphere, culture, staff, etc. took around two weeks. I had to translate news from Bangla to English, edit news, review headlines and captions, and submit the finished product during my internship.

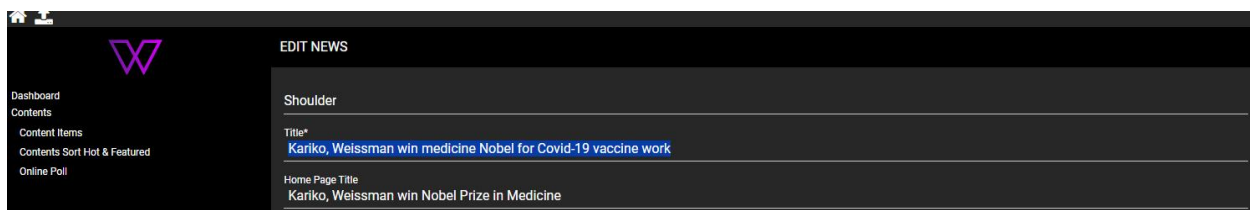
Chapter 3

Backend Manager: Online news portal of Dhaka Tribune

'Backend Manager' is the name of the website where I published the news. Nafiu Nabil, the person in charge of posting news, explained to me how the website functions and how to publish news there. This website is essential to uploading or updating our daily news. An uploader must adhere to a number of conditions in order to publish the story. There are several parts of backend manager that I had to go through before publishing a news. The parts are mentioned below:

Headline/Post title:

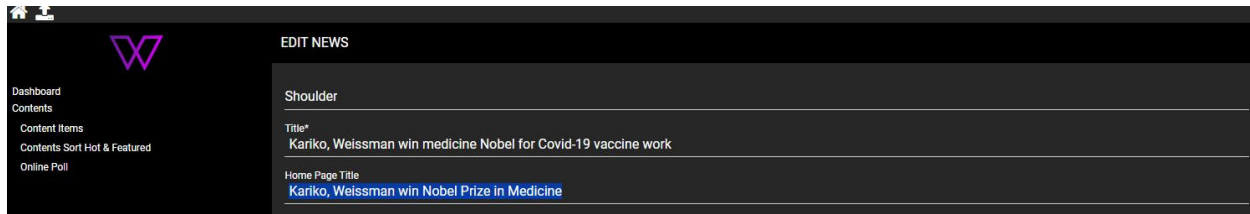
The headline refers to the title of the story, which gives a brief summary of what the narrative will be about, is referred to as the headline. Because of this, the title has to be intriguing in order to draw readers in and make the news easier to read. For example, in the title bar of the backend, I wrote the headline titled, “Kariko, Weissman win medicine Nobel for Covid-19 vaccine work.” This headline is the shorter version of the whole story that Kariko and Weissman won the 2023 nobel prize in medicine.



Homepage title/Homepage headline:

When compared to the headline, this is typically shorter. "Kariko, Weissman win Nobel Prize in Medicine," for instance. This helps people who were expecting to get the most recent information on Medicine or Nobel Prize to find out the information they need

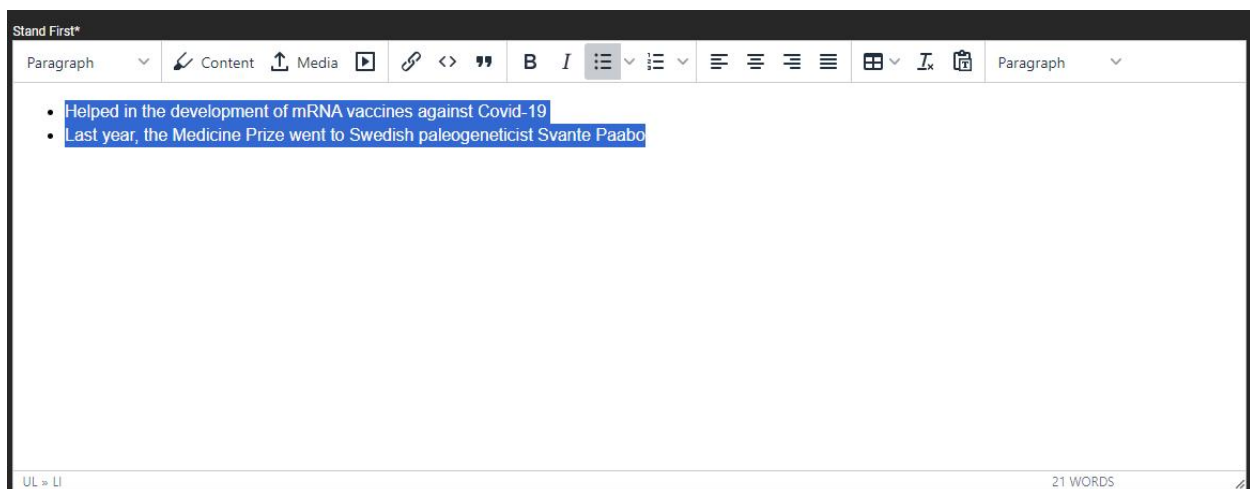
immediately.



Standfirst or SF:

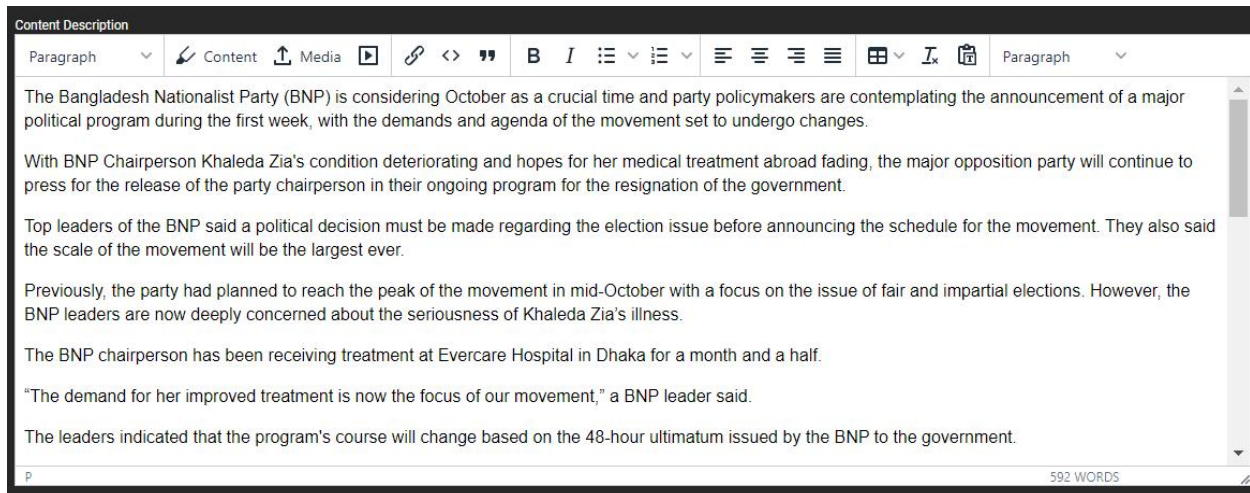
SF is to mention the main points of the whole story in front. So that it is easy for the reader to understand the importance of the story. For example,

- Helped in the development of mRNA vaccines against Covid-19
- Last year, the Medicine Prize went to Swedish paleogeneticist Svante Paabo



Description:

This section is where you write the news in detail to explain what happened in time sequence to the audience. The detailed explanation of the tale is the main emphasis of this section. In order to provide readers enough information to understand what happened and why it happened, the 5Ws (Who, What, When, Where, and Why) and 1H (How) are discussed in this passage.



Author:

The author changes depending on the tale. For instance, since our reporters often provide the content for our stories, their names must be credited as writers. On the other hand, we employ AFP and Reuters as the writers for the majority of the foreign news. Additionally, we credit the news source as the author when we incorporate information from organizations like BSS and UNB. We must cite the author by name for any op-eds that appear in the newspaper. When various desks post news, we must credit "Tribune Desk" as the author.



Feature:

Every article needs a feature image. It's crucial to select a feature image that complements the news content the most. Sometimes we don't acquire the right feature pictures for the news.

Because of an accident or unintentional death, it is never feasible to manage a feature image of

the deceased. Because of this, we have the choice to select representative pictures. An example of feature image is given below:



Bangladesh enters the nuclear age



Fakhrul: Govt took away people's voting rights

Image: Feature Image

CMS:

The appropriate feature photos and subtitles are chosen using this website. On this website, there are photographs that are already posted and accessible for usage depending on our requirements. Additionally, we may post captioned, appropriately sized photographs to CMS.

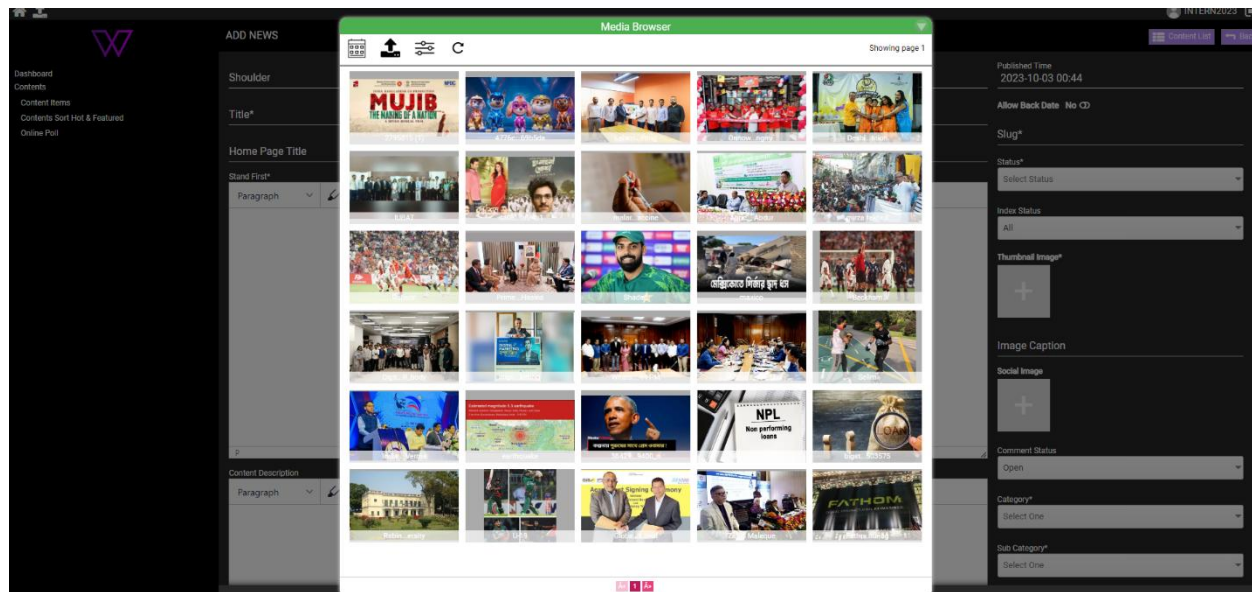


Image: CMS website

Tags:

For every news item, tags are necessary. These aid in locating relevant news on this website. For instance, I might easily tag the phrase " Covid-19" to make it easier for readers to access related news if there are already Covid-19 related stories on the site.

Category:

The news is divided into a number of categories. World and Bangladesh News are two often utilized categories. Agriculture, Bangladesh crime news, Bangladesh education news, foreign affairs, government affairs, law and rights, live, migration, militancy, military affairs communication, corruption, development, Dhaka, court, crisis, cyber security, election, event, , nation, parliament, energy, , power, and politics news are just a few of the subcategories under Bangladesh News. Africa news, Asia news, Europe news, Middle East news, Latin America news, North America news, Pacific & Oceania news, South America news, etc. are all subcategories

under the global category. I had to quickly sort through the news as an uploader to determine which stories fell into which categories.



Initially, I had to know about all this to upload the story.

Chapter 4

Uploading Stories in the online portal

Department Senior Nafiu Bhai gave me the ID and password of the website to upload the story. In the beginning, I had to face a lot of trouble to understand these things. First, I was not given full permission to publish the story. I am asked to draft the story by doing all the work properly. Then another uploader checks it and publishes it. This is done so that there are no mistakes in the main story. As I am new to this.



For stories I was given a drive link called 'Needs Upload'. All stories were written and sent by sub-editors there. My job was to publish those stories. After publishing them on the website, I was asked to put those files in the 'taken' folder. First, I have to learn a lot of things for story uploading. Like: headline, sub-headline, SF. Then the main story. After selecting the main story, the category has to be fixed. Which category does this story belong to? After that, I have to fix the picture for the story. Many times, I am told which picture to give or given to me through a message. If not, I have to give the picture after understanding the story.

How to upload stories

To upload the story, I first open the story file from the 'needs upload' folder and then put the headline of the story on the website. Not all stories have a homepage title. If a story has a

homepage title, it should be placed next. SF should be placed in the place of SF. Then what is placed in SF should be placed again in Short Description. Then the main story should be placed in Description.

Adam Tamizi Haque seeks to be relieved of Awami League posts

- Posted a copy of the application on Facebook
- Awami League suspended him on Sept 18

Tribune Desk

Adam Tamizi Haque has filed an application to Awami League President and Prime Minister Sheikh Hasina seeking to be relieved of all posts of the party's north city unit.

He posted a copy of the application on Facebook on Saturday.

Adam Tamizi Haque, managing director of Haque Group of Industries, is currently out of the country.

In the application, he wrote: "Honorable president, it is with due respect that I, Adam Tamizi Haque, have been working diligently with Bangladesh Awami League for the last seven years and have contributed to the development work as much as possible. I became a primary member of the Bangladesh Awami League and a member of the Executive Committee of Dhaka North City unit Awami League."

Figure: A screengrab of a news file before it is published.

The article has already been published in our online publication once the aforementioned procedures were taken. The published story appears as seen in the images below.

🏠 / Bangladesh / Foreign Affairs

PM's tour of US, UK set to wrap up Tuesday

- PM's flight to reach Dhaka airport around 12:30am on Wednesday
 - She arrived on London Saturday
 - Stayed in New York and Washington DC from Sept 17-29
-



This undated file image shows Prime Minister Sheikh Hasina waving at people at Delhi airport. Photo: Focus Bangla



Publish : 03 Oct 2023, 12:12 AM | Update : 03 Oct 2023, 12:12 AM

Prime Minister Sheikh Hasina will leave London for Dhaka on Tuesday after wrapping her 16-day official visit to the USA and UK.

A commercial flight (BG -208) of the Biman Bangladesh Airlines will depart from the London Heathrow Airport around 8:35pm (London time) on Tuesday.

Bangladesh High Commissioner to the UK Saida Muna Tasneem will see the premier off at the

Heathrow Airport around 8:35pm (London time) on Tuesday.

Bangladesh High Commissioner to the UK Saida Muna Tasneem will see the premier off at the airport.

The flight will reach Hazrat Shahjalal International Airport, Dhaka around 12:30am on October 4 (Bangladesh time).

The prime minister arrived in London, the capital city of the United Kingdom, on September 30 by a British Airways from Washington DC, the capital city of the USA.

In London, Sheikh Hasina was hosted a reception by the Bangladeshi community and held several courtesy calls with some dignitaries including a delegation of the All Party Parliamentary Group (APPG) led by Rushanara Ali, MP, chair of APPG on Bangladesh and Rohingya and the UK shadow minister for investment and small business on October 2.

During her stay in New York and Washington DC from September 17-29, the Prime Minister attended the 78th United Nations General Assembly (UNGA) session and other high-level side and bilateral events and attended a reception accorded to her by Bangladeshi expatriates in the US and visited Bangladesh Embassy in Washington DC.



[Sheikh Hasina](#) [USA](#) [United Kingdom](#)

Adding feature image

After that comes the feature image. The feature image has to be fixed according to the story.

Sometimes pictures are fixed again by sub-editors. That this picture should be given in this story.

The picture has to be resized. Standard image size of Dhaka Tribune is 1024*630/650 pixels.

After resizing the image, this image has to be uploaded again to the CMS. At the time of uploading, the credit of the photo must be given. The name of the person who took the photo or from where it was collected must be mentioned. For example, if the photo was collected from Focus Bangla, then we would put the credit like ** Focus Bangla **.



This undated file image shows Prime Minister Sheikh Hasina waving at people at Delhi airport. Photo: Focus Bangla



Tags

Tags are very important for online news. If you don't use the right tags, the news will show less online. It will get less views.



Category

Next comes the category. Where is the story based and in what context? Based on this the category is fixed. There are several categories like sports, politics, world news, entertainment, etc.

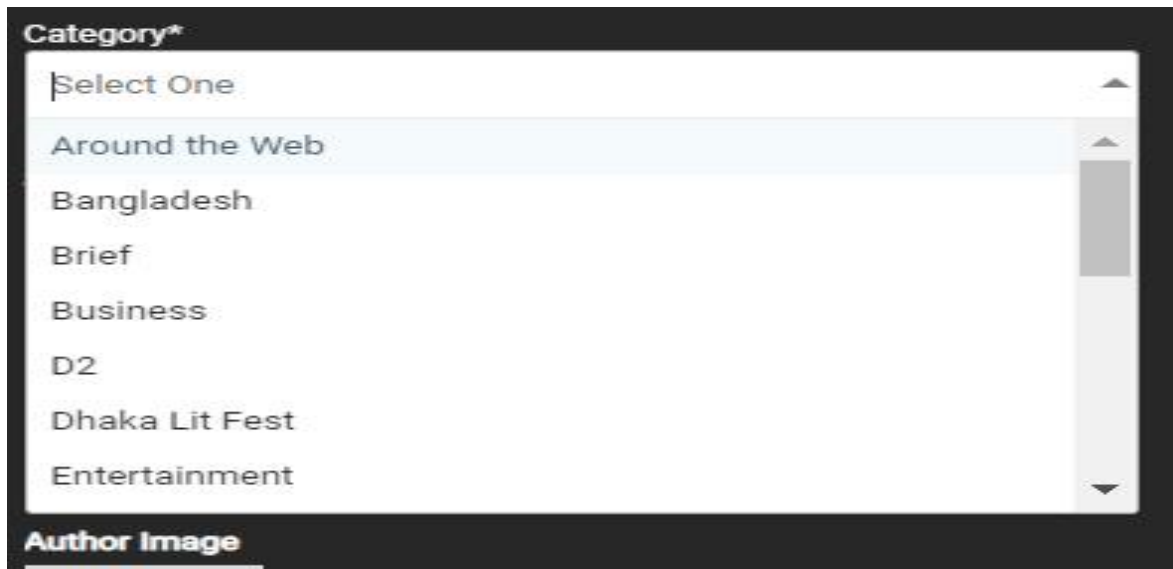


Image: A screenshot of category selection panel in the admin panel

Updating news

The newspaper has to keep its readers updated all the time. To collect news we always have to keep an eye on other media platforms besides our own reporters. Many times, if many news are delayed in coming completely, it is published by writing 3-4 lines normally. Below all these news, 'more to follow' is written. Later, when our reporter sends the whole news, it is updated again. If the headline or SF changes during the news update, it is asked to DnR again to the social media department. They then update the headlines or SF on all media platforms (e.g., Facebook, Instagram, Twitter). If something happens new for any published story, then we need to update the news immediately so that the readers get the updated version of it.

Advertisement

Every newspaper advertises many companies' logos with their news on online platforms.

Different companies use them to promote their company name. Like: Bikash, Nagad, Milk Vita

etc. Dhaka Tribune is also doing this. For this, uploaders are given different logos at different times to upload the logo along with the news.

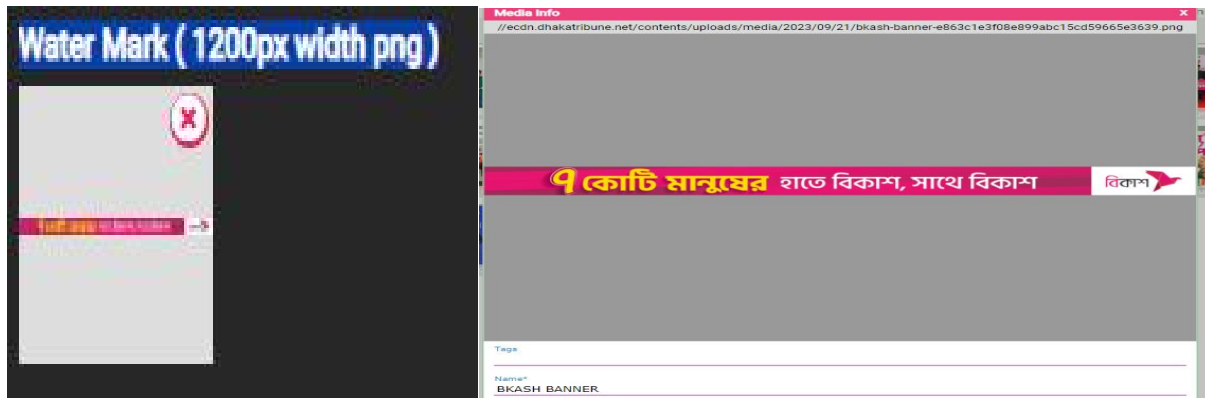


Image: Advertisement logo

Fixed Timing

Sometimes some stories are fixed for publishing time. For example, before the end of the shift at 12 o'clock in the night, the news time of 8-9 o'clock in the morning is fixed and published. Which is published automatically in the morning.

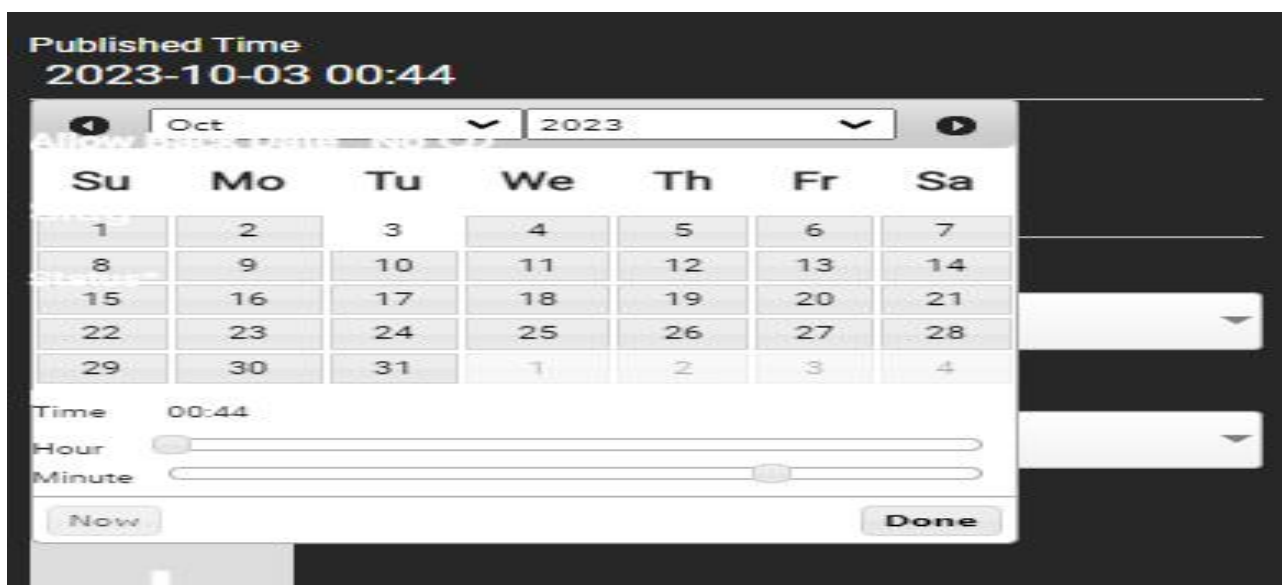


Image: Fixed Timing option

Video and Photo Editing

Editing images

Next comes picture editing. We had to utilize photographs for our English language newspaper, thus there were times when the image needed to be cropped to get rid of all the Bangla lettering. It would be necessary to include a blurred frame option for the photographs that could not be cropped to meet the size. Many times for story, 2 pictures need to be merged. Apart from this, images have to be added to the main story as well. While doing this, I learned about many photo editor apps. Where it is possible to do many other types of editing including merging and cropping images very quickly. After these edits, the ratio of the image has to be fixed again.



File photo: President Md Abdul Hamid, left and Prime Minister Sheikh Hasina, right Dhaka Tribune

For example: if the story is about our Prime minister meeting with our President, then it was a must to use a collage image.

Video editing

During my final few weeks at the Dhaka Tribune, I was tasked with editing a news video. It was a new experience for me. I carefully searched through a lot of videos, looking for the most

appealing video to represent the spirit of the story. The first step was to arrange the raw footage in chronological order to create a consistent narrative flow. I cut unrelated portions with a great eye for detail, assuring the video's brevity without jeopardizing its informational worth.

I used effective transitions and overlays to increase audience attention by effortlessly shifting between scenes. The selection of music and sound effects was critical in establishing the correct tone and effectively delivering the message. This video editing experience provided me with the knowledge and skillset which I believe will help me in my upcoming professional journey.



Image: A screenshot of video editing

Chapter 6

Theories related to my work

Panopticon

The English philosopher and social theorist Jeremy Bentham created the Panopticon, a concept and architectural plan for a jail or institutional structure, in the late 18th century. The concept of the Panopticon is frequently connected to the monitoring and manipulation of people inside those environments. Discussions about surveillance, discipline, and the dynamics of power and control in contemporary society have all benefited from the Panopticon notion. It draws attention to the notion that people could alter their conduct only because they are aware of the possibility of being monitored, even if they are not constantly being observed. This idea has ramifications for concerns about freedom, privacy, and social control. I had to work from home the most of the time, thus I was always being assessed by my respective seniors through online chats. If I answered their questions promptly or not, they would be able to tell by looking at my responses in the online chats. I joined a number of messenger groups to collaborate with my team. In addition, I occasionally went to the office to work. Since I had to work with my coworkers who were seated next to me in the office, I was able to understand the surveillance system better while there.

Theory of “Mediascape”

The "Mediascape" idea developed by Arjun Appadurai is a key component of his larger framework for comprehending the intricate dynamics of globalization. In a world that is continually changing and linked, it highlights how media and communication shape cultural interchange, global awareness, and the development of identities and imaginaries. Due to the

advancement of technology, the news which used to take months to know in the past, can now be known in just a few minutes. This is what is meant in this theory. Various things are happening in different parts of the world. And we are sitting on one side of the world and getting to know about it within a few minutes.

Five news value factors

Five news value factors play an important role for the news editor to take the right decision regarding news publication. In my course ENG401(Introduction to Editing), I got to know this theory well. The specifications and wishes of the reader should be taken into account while crafting a news article and its content.

Proximity:

People would love to know and hear about the news that happens to their place. This means that people will pay attention to the news that occurs closer to the area they are in. Example: publishing any Bangladeshi news got priority compared to any of the world news.

Timeliness:

It refers to sharing recent or new information in news portals. News Stories should have a timeliness aspect. Like: Earth quack, Delawar Hossain Sayedee's death etc.

Consequences:

News stories impact upon the lives of the people. Every story has an impact. For example: During winter, many stories about skin care are given to the needs of the readers.

Oddity:

Something odd happens sometimes and this kind of news is known as oddity. Like: Due to love, a girl came to Noakhali from America.

Prominence:

This is kind of highlighting well-known places, persons and events in the news. Publishers think that prominence in news grabs the attention easily of the audiences or readers.

For example: During my internship, most of the news was about politics and elections. So I had to focus more on politics and election related news.

Chapter 7

Conclusion

In this report I have basically shared my 3 months internship experience at Dhaka Tribune. I work there as an uploader in central desk online. There I worked in news uploading, news editing, picture editing, video editing etc. From seniors I learned about management and teamwork. Then, most importantly, I can better understand the various lessons of my academic life which I only read in books by doing practical work there. From this I can say that the combination of academic education and office work experience will help me a lot in my future career.

Works Cited

Internalized authority and the prison of the mind: Bentham and Foucault's panopticon.

Available at:

https://www.brown.edu/Departments/Joukowsky_Institute/courses/13things/7121.html

Libretexts (2021) *13.2: The Five 'scapes' of globalization*, *Social Sci LibreTexts*. Available at:

[https://socialsci.libretexts.org/Courses/HACC_Central_Pennsylvania's_Community_College/ANTH_205%3A_Cultures_of_the_World_-_Perspectives_on_Culture_\(Scheib\)/13%3A_Globalization/13.02%3A_The_Acceleration_of_Globalization](https://socialsci.libretexts.org/Courses/HACC_Central_Pennsylvania's_Community_College/ANTH_205%3A_Cultures_of_the_World_-_Perspectives_on_Culture_(Scheib)/13%3A_Globalization/13.02%3A_The_Acceleration_of_Globalization)

The eight values that will make your content 'newsworthy' (no date) *Digital Third Coast | Digital marketing and search agency*. Available at:

<https://www.digitalthirdcoast.com/blog/values-content-newsworthy>

