

Report on
Internship experience as a Sub-editor 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

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Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing a 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.

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Letter of Transmittal

Roohi Huda

Assistant Professor,

Department of English and Humanities, BRAC University

Kha-224 Merul Badda. Dhaka 1212, Bangladesh.

Subject: Internship experience as a Sub-editor at *Dhaka Tribune*

Dear Ma'am,

It is my honour to submit my internship report titled “**Internship experience as a Sub-editor at *Dhaka Tribune***”, under your kind direction and supervision.

I have attempted to provide thorough, well-researched information and relevant theories within the scope of this report.

I sincerely hope this will meet your desires and expectations.

Sincerely yours-

Mahenur Islam Muna

21303015

Department of English and Humanities, BRAC University

Date: 14th January, 2026

Non-Disclosure Agreement

This Agreement is made and entered into by and between *Dhaka Tribune* and the undersigned student at BRAC University, Mahenur Islam Muna, regarding the commitment to prevent unauthorized disclosure of the organization's confidential information.



Dhaka Tribune

Mahenur Islam Muna

Acknowledgment

I used to be afraid of having big dreams, but nowadays I am at this point due to the individuals who were by my side during my walk. This report would not have been complete without the contribution they made.

To begin with, I would wish to thank my mother, Rumana Islam Munni, with all my heart because she has always supported me, believed in me, and loved me with no conditions since I was a little girl. She gave up her dreams in order to see me achieve mine and I will never stop appreciating her. I am equally grateful to my father, Nurul Islam Mona, who has always been encouraging me and also taught me to dream big. One of the most significant choices he made on my behalf was to enroll me to BRAC University which influenced my worldview and enabled me to become an intellectually developed individual.

I would also like to thank my little sister, Mahe who would always hear me out when I was angry and no other person was around. This is also my heartfelt gratitude to my cousins Neha, Athoy, Showpno, Arko, Anika Apu, Najifa, and Siam, who always cheered me up whenever the semester finals were approaching and I felt the academic pressure was getting on my neck. They assisted me to have back my energy and motivation.

I owe much to my uncle Siddique Noman and aunt Jesmin Tonni and their small daughter Manha in terms of their constant guidance, love and care. Words cannot express the love and care that they gave me. I would also wish to say love and thanks to my grandmother, Najma Begum to whom I view as a figure of strength. I have always been inspired by her prayers and support.

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I also owe my respected faculty members, who have been guiding and advising me throughout my university life; Mr. Moiyeen Zolal Chowdhury, Dr. Seuty Sabur, and Mr. Zaki Rezwana that took my university life productive and meaningful. I particularly want to mention my college teacher, Shirajus Salekin Lupon, who made me want to take a Bachelor of Arts in English and has been my guide since I was in college up to date. This inspires me, and my academic life has been influenced in the long run.

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I would like to express my heartfelt gratitude to Mr. Ananda Mostafa, Head of the Central Desk (Online) of *Dhaka Tribune*, for granting me the opportunity to complete my internship at the organization and gain practical knowledge about journalism. I am also thankful to Mr. Mahboob Hossain Foisal, my organizational supervisor, for guiding me properly throughout my internship period. Additionally, I would like to thank Ms. Yousha Tashfi and Mr. Nafuir Rahman, who continuously supported and guided me as friends in the workplace.

Lastly, I dedicate this internship report to all those who supported me throughout my journey and helped me become the person I am today.

Executive Summary

This report highlights my internship experience at *Dhaka Tribune*, one of the renowned English-language daily newspapers in Bangladesh, known for its role in shaping informed public discourse and upholding journalistic integrity. Interning at such a reputable organization provided me the opportunity to observe and participate in the practical workings of a professional newsroom.

During the internship, I was engaged in desk-based tasks such as editing and proofreading news reports, assisting in headline preparation, and organizing content for publication. These responsibilities helped me understand the importance of accuracy, clarity, and ethical responsibility in journalism. The experience also allowed me to apply theoretical concepts from my academic background to real newsroom practices.

Overall, the internship at Dhaka Tribune was a meaningful learning experience that strengthened my editorial skills, improved my understanding of media operations, and prepared me for future professional engagements in the media and communication field.

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Glossary

CMS - Content Management System. *Dhaka Tribune* has its own content management system, which is used to upload news for both print and digital.

E-paper - A web/digital edition of a newspaper, generally published on the newspaper's website.

Panopticon - An institutional building designed with an inbuilt control system.

Chapter 1

Introduction

1.1 Overview of Journalism

“Journalism is a craft that takes years to learn. It is like golf. You never get it right all the time. It's a game of fewer errors, better facts, and better reporting.” - Ben Huh, Korean-American entrepreneur and journalist.

Journalism refers to the practice of gathering, sharing, and confirming information about current affairs or events with the public. It plays a huge role in keeping society and its people linked to the events that are happening around them. Moreover, it bridges people with the world by giving information about politics, economics, culture, and many social events, such as elections, public movements, cultural festivals, and social campaigns. The main foundation of journalism is its accuracy, truth, fairness, and responsibility. A journalist's job is not only reporting facts but also using the proper context and meaning so that the actual information can easily be grasped by the public. On the other hand, journalism has the power to give a voice to the voiceless people and hold accountable those who are in power. In today's rapidly changing digital world, journalism is evolving day by day. In previous years, we only had print media, but now we also have digital, radio, and broadcast media. In today's screen-hooked generation, online news portals are playing a huge role. However, the primary goal of journalism stays the same, which is to acknowledge, educate, and inform.

1.2 Motivation for choosing Media Studies

As a child, I was fond of reading stories and newspapers. My parents used to read one English and one Bangla newspaper daily in the morning. Those newspapers are *The Daily Star* and *Prothom Alo*. At the breakfast table, my father used to read the daily newspaper. My parents never forced me to read the newspaper; simply by watching them, I got into the habit of reading the newspaper daily. After completing my HSC, I chose to pursue a bachelor's degree in English because I believed it would provide a strong academic foundation in language, critical thinking, and writing skills. At that stage, I viewed English studies as a broader discipline that could support multiple career paths, including journalism. My later internship experience helped me understand how this academic background directly complements newsroom work, particularly in editing, reporting, and ethical media practice. Therefore, I chose the English and Humanities Department. I was planning to declare a concentration in Literature, but several things changed my mind. While doing some media courses, for example, ENG 331: Cultural Studies and ENG 333: Globalization and Media, I found more interest in media studies. The theories and reading fascinated me so deeply that I made the decision to declare a concentration in Media and Cultural Studies.

I always wanted to do an internship and not write a thesis. Ever since childhood, I have been immersed in reading newspapers and have taken a keen interest in current events. I always wanted to have practical knowledge and experience in this field. That is why I always wished to do an internship at a renowned newspaper. By the grace of Allah, I got the opportunity to do my internship at *Dhaka Tribune*.

While taking ENG 440: English for the Print Media course, I had an opportunity to attend a round table discussion on “The Power of Women: From the July Uprising to Greater Political Participation.” My course instructor, Miss Roohi Huda, gave me the opportunity to attend the roundtable discussion. I strongly believe that helped me a lot to get that internship at *Dhaka Tribune*. This experience enriched my CV by adding practical knowledge and showcased the interest I have in current events. That is why during the internship interview, I was able to talk about the round table event and shared my views. The people on the interview board were impressed and offered me the internship.

This internship was both exciting and stressful for me. My first priority was to learn and see how the newsroom actually works. However, the real-life experience I had will be beneficial for me in my future career. In this report, I will talk about what the experience was like as an intern at *Dhaka Tribune*. I have interned as a sub-editor at the Central Desk Online Team.

I will also talk about how I handled the criticism, challenges, and changes and my self-improvement. This internship was the first door to my entering the real field of newsrooms and journalism. It was not just a step towards getting my undergraduate degree, but it was a journey of understanding all the ethics and principles of journalism and a journalist’s role in it.

Chapter 2

Historical Background: *Dhaka Tribune*



Figure 1: Dhaka Tribune logo

2.1 History

Dhaka Tribune is one of the prominent English newspapers in Bangladesh. Its publication began on April 10, 2013, with the goal to provide authentic and engaging news. Firstly, it was published as a broadsheet format, but later it was published as a compact size to give the market a unique experience. No other English newspaper had that compact size. However, to meet the public demand, the newspaper went back to its broadsheet format. They conducted a survey and found out people are more interested in the broadsheet format. This showcases how *Dhaka Tribune* cares about its audience and is continuously working to improve its news presentation.



Figure 2: Dhaka Tribune E-paper

2.2 Governing body

Mr. Kazi Anis Ahmed, who is a writer and a publisher and also the President of the Board of Trustees of the University of Liberal Arts Bangladesh, is the founder of this newspaper. Mr. Reaz Ahmed, who was previously the acting editor-in-chief, now holds the position of editor-in-chief. Their contribution keeps the quality of the newspaper intact. Moreover, the Gemcon Group and The Kazi Fram group are the main financial supporters of the newspaper. The ownership is shared between these groups to protect and support the smooth running of this newspaper.

2.3 Organogram

Dhaka Tribune has both a printed version and an online version. In addition, it is published as a Bangla newspaper under the name *Bangla Tribune*. This Bangla newspaper also has both print and online versions. For the online version the news editors and subeditors collect the news from the district correspondent through e-mail. Moreover, *Dhaka Tribune* has

subscribed to some news agencies. For the local news, it has subscribed to the UNB and BSS. For the international news, it has subscribed to AFP, Deutsche Welle, and Reuters. The sub-editors and editors can directly collect news from these agencies to edit and publish them as per their guidelines by mentioning the name of the news agencies from where it was collected. Therefore, the digital team, which is called the Digital Desk Online Team, collaboratively works with the print team to publish news.

2.4 Working hours

To maintain the constant flow of the news, *Dhaka Tribune* works around the clock. To ensure its 24-hour operation, employees work, dividing their time between morning and evening shifts. The employees who are responsible for handling the newsroom and the social team mostly work 7-hour shifts. However, the administrative department maintains the regular office hours, which are 9 a.m. to 5 p.m. The other departments work at their own convenient time. As many reporters and district reporters have to work on many special assignments and collect news, their work timing is not fixed. The administrative department has two days off, but the other departments have one day off. Every employee has to come to the office, but sometimes they work from home. In my case, I interned four days a week in the office, and the other two days I worked from home. The reason is that on Thursdays and Saturdays, I have class at the university. That is why my supervisor told me that on these two days, I can work from home. My timing was 12 p.m. to 7 p.m. from Sundays to Wednesdays. On Thursdays and Saturdays, I had to work in the evening shift, which was from 4 p.m. to 11 p.m.

2.5 Facilities of the workers at *Dhaka Tribune*

Facilities	Status
Own Office Building	Yes
Transportation	Yes
Lift and Washroom Facilities	Yes
Training programmes	Yes
24-hour Internet Access	Yes
Staff service	Yes

Chapter 3: News Uploading

During my internship at *Dhaka Tribune*, one of my core responsibilities as a sub-editor intern in the Central Desk Online team was news uploading and digital desk work. This experience helped me understand how news content is processed, formatted, and published for online audiences.

At the beginning of my internship, I was provided access to Dhaka Tribune's Content Management System (CMS). Through this system, editors and subeditors upload and manage all online news content.

Process of News Uploading

Each news article provided to me consisted of several essential elements:

- Headline
- Standfirst
- Byline
- Body text
- Image
- Tags and Categories

I had to copy these elements from the shared folder and paste them into the appropriate sections of the CMS.

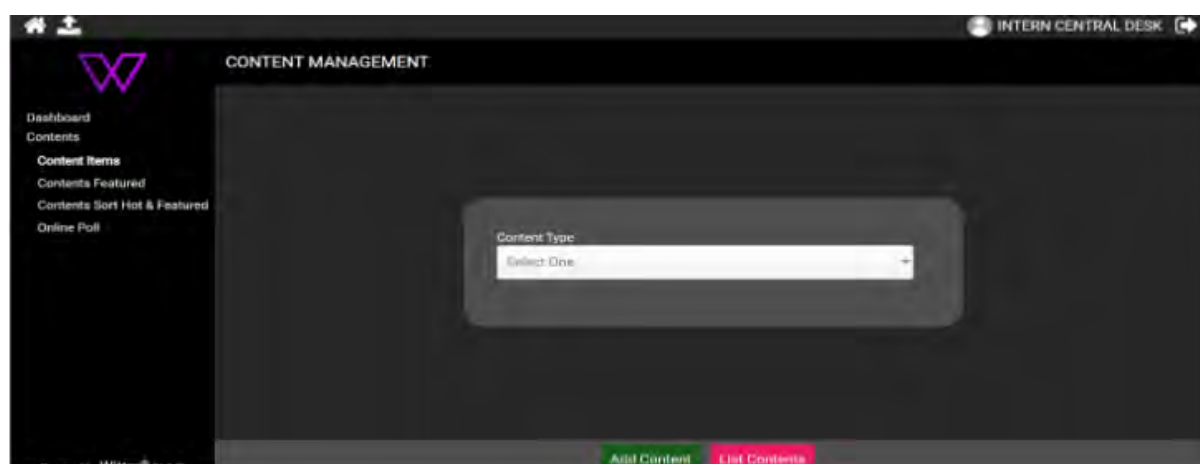


Figure 3: Dhaka Tribune CMS Homepage (Intern Account)

I had to copy those parts, which are mentioned above, and put them in the right places on the website. I also had to choose the right category for each story. This is important because it decides where the story is placed on the *Dhaka Tribune* website. Some stories needed subcategories too. For example, in the image below, I uploaded a news article titled “DSCC’s cleanliness and anti-mosquito drive in Dhanmondi,” which I first had to edit in my doc file, and then copy from Google Docs and place on the website. Initially, I had to enter the title in the title bar, the subheading in the stand-first bar, and the body paragraph in the body paragraph bar. This was the primary setting for uploading news on the website.

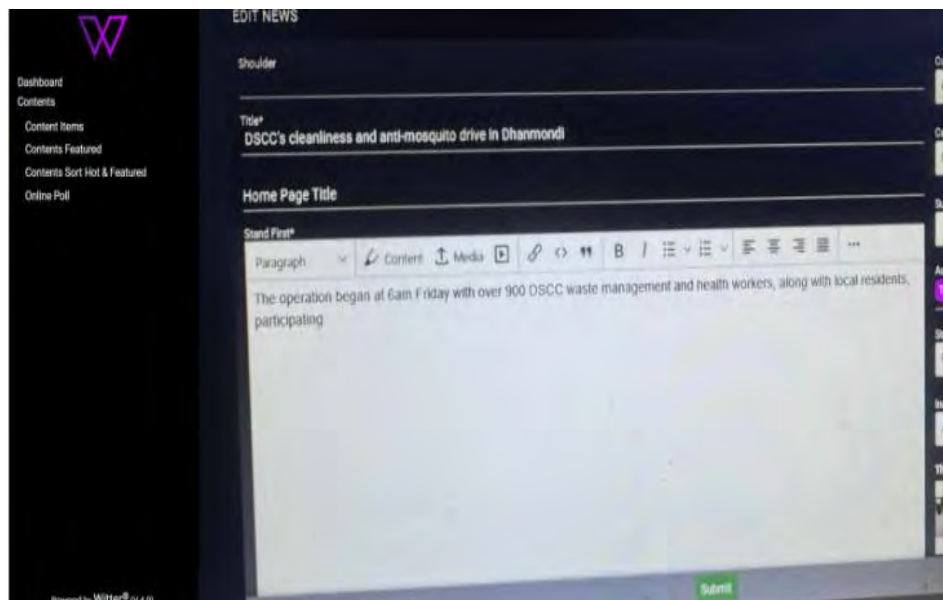


Figure 4: Title and Standfirst Input Section

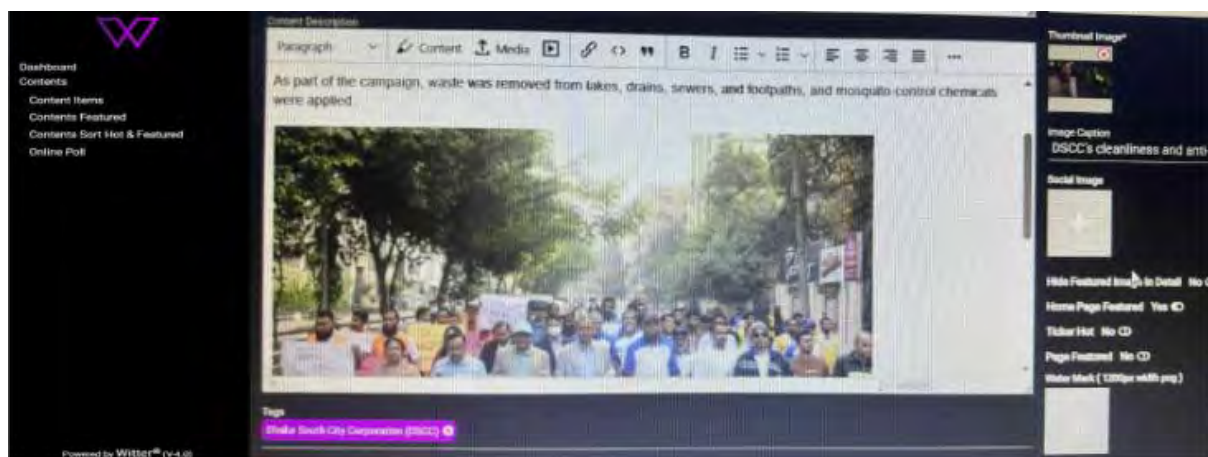


Figure 5: Body Text Editing Section

Adding tags to the stories was another crucial step. Tags help the readers discover the news when they search online. Effective tags can rapidly and effectively increase the number of individuals who see the story.

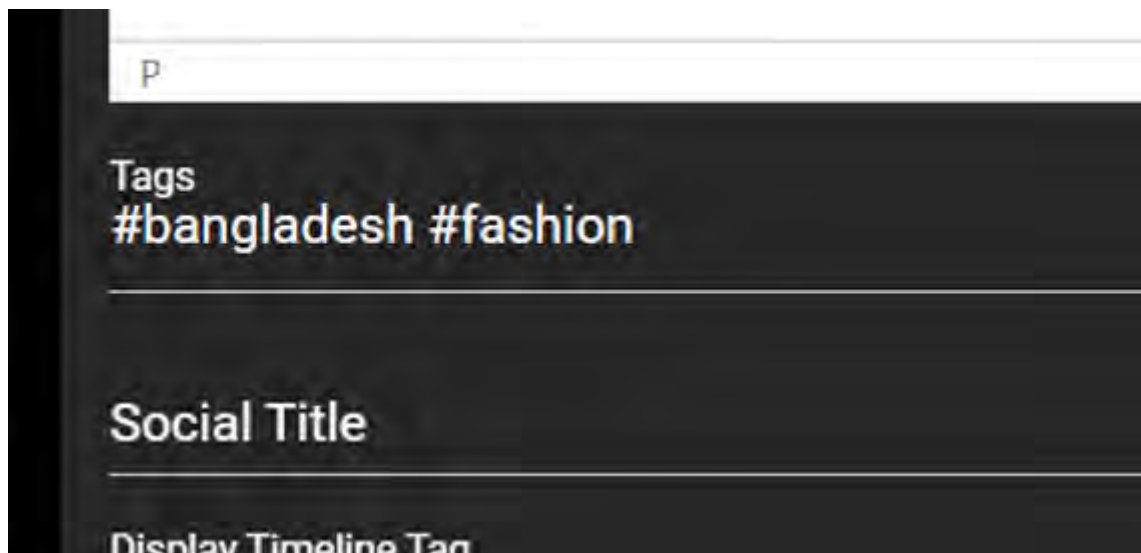


Figure 6: Tag Bar of CMS

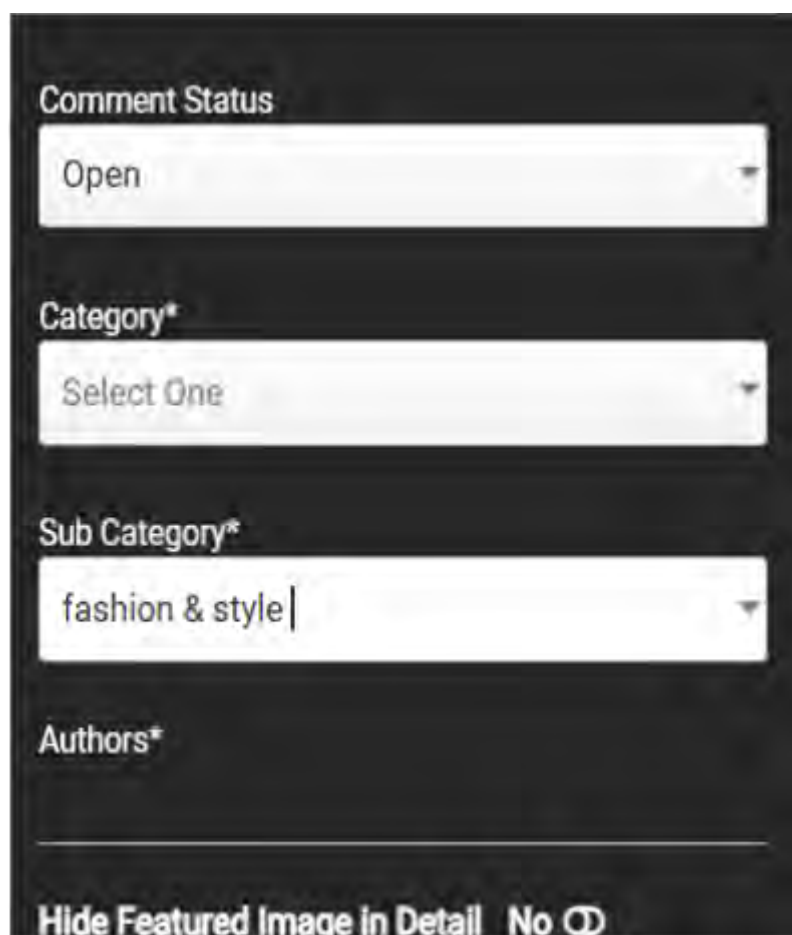


Figure 7: Category and Subcategory Selection Bar

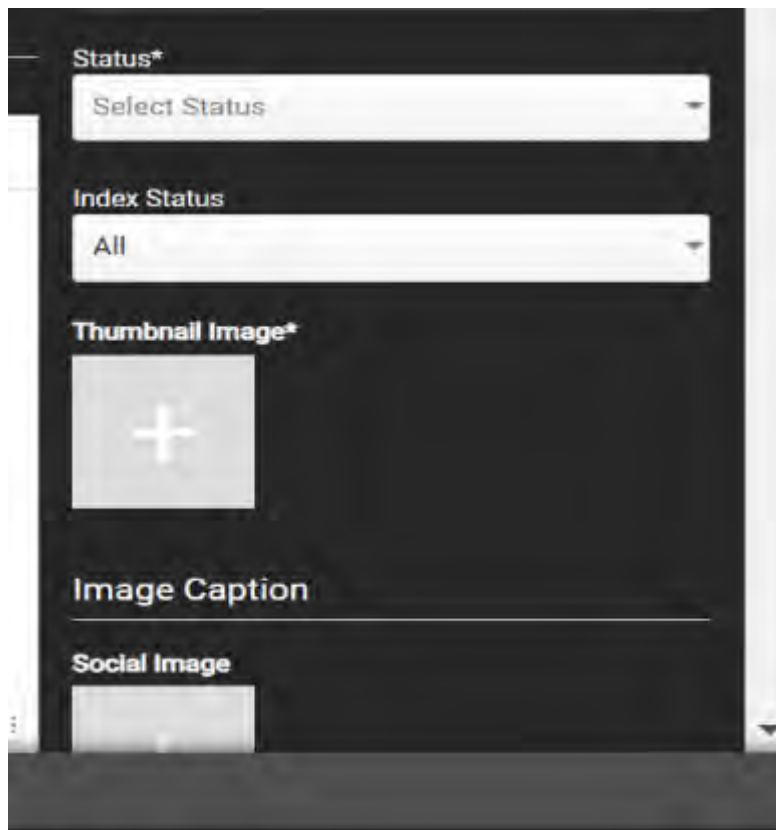
A screenshot of a CMS status bar. It contains five fields: 'Status*' with a dropdown menu showing 'Select Status'; 'Index Status' with a dropdown menu showing 'All'; 'Thumbnail Image*' with a square button containing a white plus sign; 'Image Caption' with a text input field; and 'Social Image' with a square button containing a white plus sign.

Figure 8: Thumbnail image, Status bar of CMS.

I also had to fill in the ‘publish status bar,’ ‘thumbnail image,’ ‘category,’ and ‘subcategory.’ sections of an article. In the status bar, if I update it as published, the news would be published automatically. The category section is also important, as it determines the placement of the news on the website. For example, about the dengue news, the category will be Bangladesh because it contains information about our local dengue scenario. In the subcategory section, there are several options from which I must choose the ‘Health’ option as dengue is related to health news.

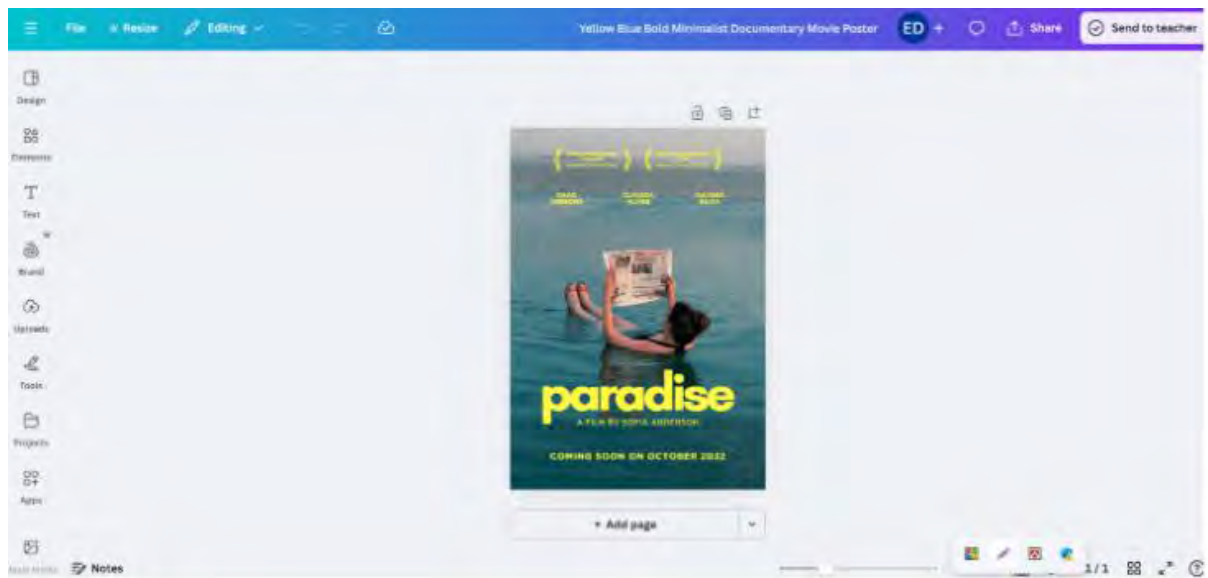


Figure 9: Image Editing on Canva (1100 × 618 pixels)

While uploading a news story, I had to ensure that the image size was exactly 1100 × 618 pixels and the file size remained under 500 KB. For this task, I used tools such as Canva and online compressors. Visual consistency was an important requirement for maintaining the newspaper’s professional layout.

I also added hyperlinks in many articles to connect related stories within the websites and give readers access to background information. For example, the *Dhaka Tribune* article “Survey: 80% of people worried about mob violence” (<https://www.dhakatribune.com/bangladesh/388754/survey-80%25-of-people-worried-about-mob-violence>) published on 11 August 2025 includes internal hyperlinks (“Read More...” links) within the story page.

These connections lead the readers to news related information elsewhere in the site and this indicates how hyperlinks have been incorporated in the news stories to facilitate navigation and readership interaction.

The practice assists in enhancing the level of engagement and flow of content among the readers. The process of news uploading has also taught me how to be accurate, fast and responsible in a digital newsroom setting that operates on real time. Even small mistakes would affect the credibility of the news portal and therefore detail was highly considered in this undertaking.

Moreover, I had to upload photos in the CMS that were taken by our reporters and journalists. From the Whatsapp group I had to download them first, then I had to upload them in the CMS along with the photo name and photo caption. While writing the caption, I have to be extra careful about the names of the photographers and the date and time.

Chapter 4

Writing Reviews

While interning at *Dhaka Tribune*, I was allowed to do review writing for the Showtime Desk alongside my regular duties as a sub-editor. This exposure benefited me by differentiating the reviews and the hard news and also gave me the opportunity to evolve my writing style in a more creative and analytical manner.

In contrast to hard news, which is primarily concerned with the prompt delivery of facts by answering the questions of who, what, when, where, why, and how, feature writing gives more freedom to the writer to delve deeper into the subject matter in a descriptive and narrative way. Reviews are meant to kindle the emotional as well as the intellectual aspect of readers. Thus, they usually deal with cultural, social, or lifestyle themes presented in a more intimate and illustrative manner.

I had to be very careful while writing reviews; I had to ensure that the pieces I wrote were not only informative but also captivating. The editors used to advise me to refrain from unnecessarily and keep my writing clear and truthful. Specific word-counts were also assigned to me, and that made me think more logically in organizing my thoughts. I enhanced my skill of presenting complex ideas in a lucid and well-outlined way without the text becoming long and dull.

Most of the articles that I worked on revolved around entertainment. They were movies and series. As a matter of fact, I wrote the reviews of films and series like *Utshob*: A celebration of life, loss and second chances and “Squid Game” Season 3: The ultimate finale or a global beginning. In these articles, I was expected to do the analysis of the storyline, character

development, social messages, and the reception of the audience. By working on these reviews, I got the idea of how the media content is often a mirror to the social reality and the cultural norms.

In addition, I also concentrated on lifestyle and social subjects, where I delved into the issues that are most relevant to the younger generation and the digital culture. For example, in my article titled Viral red lines and the story we are not seeing, I examined the impact of the viral concept on people's perception of reality and social morality. This knowledge led me to understand that feature writing can be not only a means of social thinking but of simple entertainment.

By doing review writing, I have been taught the techniques of conducting background research, studying cultural texts, and presenting my points of view in a rational manner. I also acquired skills on how to make decisions on the most appropriate headlines, write enticing leads and maintain a specific tone in the whole article. In conclusion, it is important to note that the experience helped me to develop my skills in review writing and to strengthen my writing and journalistic skills.

The reviewing experience during my internship was not a task but a learning exercise that enabled me to know how creativity plays in the field of journalism.

It showed to me the way of telling stories so as to inform, entertain, and also raise the readers' awareness of the issue in question.

Chapter 5: Editing

Editing news stories that constituted the major part of my internship at the *Dhaka Tribune*. Being a sub-editor intern of the Central Desk Online Team, I found out that editing is beyond grammar correction; it is a way of making sure that the news of the day is factually accurate, easy to read, consistent, and that it has a professional tone. My academic background, especially through the course ENG 401: Editing, provided me with the basic rules, but I still needed a lot more accuracy and detail to be able to perform the task in a real newsroom.

On the first day of my internship, I was handed an editing rule sheet of the *Dhaka Tribune*, which contained the paper's style guidelines for the particular paper. These rules were the ones that had to be observed in each and every article, whether the story was locally or externally sourced. The next guidelines were the core of my work routine.

- Check grammar
 - Rearrange in reverse pyramid format if it's a flat story; narrate the matter in case of a special story.
- Common issues**
- # Time format: 7pm, 2:30pm, 12 noon, 12am, in the wee hours/small hours (after midnight)
 - # Date format: February 1, 2022; mention date (instead of day) for a gap of three days or more
 - # Name format: Dr (no dots) Md AKM (without space) Kamrul
 - # Police have; DMP/RAB/CID has
 - # Kalabagan police station, Sadar police station, Pallabi model police station
 - # Names of districts, upazilas, unions: available on govt websites; Karimganj Upazila/Union, Karimganj and Boalia upazilas (lower case)
 - # Names of ministries, ministers, secretaries: available on ministry websites
 - # Names of Supreme Court judges: available on its website
 - # Place format: at Dhanmondi/in Dhanmondi area
 - # Weight formats: tons (not metric tons/tonnes); 2kg
 - # Unit of length: 2mm, 2cm, 2km
 - # Unit of area: 2sq-km, 2sq-ft
 - # Currency formats: Tk2, \$2, 2L (lakh), 2C (crore)
 - # Name formats: Dr AKM Obaidur Rahman (no dots)

Figure 10: Set of rules for editing of Dhaka Tribune

The newspaper was able to keep the same writing style throughout all of its issues thanks to these rules. Minor changes as well—like writing “km” instead of “km” without a space or putting a dot in the abbreviation “Dr.”—were viewed as mistakes and had to be fixed.

5.1 Editing Procedure

Whenever I received a news story from any source, like district correspondents, *Bangla Tribune*, *UNB*, *BSS*, *AFP*, or *Reuters*, I used to pick it up in a particular way so that it could go with the standards of the publication of the *Dhaka Tribune*. The way I followed to ensure the story I have chosen is going with the standards of the newspaper. Firstly, I tried to read the full story to grasp the context and found out the news value, relevance, and accuracy. Then I had to show my on-spot supervisor to approve the story I had chosen to edit.

a. Strengthening the Lead

The lead paragraph is the core of a news story. It has to provide answers to the 5Ws and 1H (who, what, when, where, why, and how). In case the lead was confusing, missing essential info, or having details that were not needed, I changed it in a way that it would be more straightforward and give more information.

b. Checking Accuracy

I cross-checked:

- Spellings of names
- Designations and institutions

- Dates and numbers
- Locations
- Details mentioned in quotes

Being accurate is perhaps the most significant moral obligation of all that a news outlet should be , and the tiniest factual errors can really put the credibility of the institution in question at risk.

c. Maintaining Neutrality

Dhaka Tribune follows a strict policy of unbiased reporting. I removed:

- Opinionated words
- Emotional or dramatic phrasing
- Unsupported generalizations

If any statement seemed subjective, I rewrote it or attributed it properly.

d. Ensuring Readability

Dhaka Tribune prefers short, simple sentences and short paragraphs. I:

- Broke long paragraphs into smaller ones
- Removed unnecessary repetition
- Improved transitions
- Ensured the narrative flowed smoothly

Example:

Before

editing:

The protest took place on Monday in front of the district administration office where a large number of people gathered to demand immediate action against the recent price hike, and the demonstrators said that the increase in prices had created severe difficulties for low-income families and daily wage earners across the district.

After

editing:

The protest took place on Monday in front of the district administration office. A large crowd gathered to demand action against the recent price hike. Demonstrators said the increase had worsened conditions for low-income families and daily wage earners across the district.

This made stories easier for readers to follow, especially in digital format.

e. Correcting Grammar and Structure

I corrected issues related to:

- Verb tense
- Misplaced modifiers
- Punctuation
- Article usage
- Capitalization and style

It was necessary to change the order of these stories to a reverse pyramid structure in many cases, mainly when they were from local district correspondents. Long and descriptive

paragraphs were the usual style of writing of these correspondents. Still, they did not emphasize the essential facts most by putting them in the first place.

5.2 Editing News from Agencies

Much of my editing work was focused on agency news. Even though agency reports are, in most cases, quite good, the *Dhaka Tribune* still asks its editors to make them fit the paper's style. As a result, we were making changes in the following:

- The headline
- Time and date formatting
- Quotation style
- Paragraph restructuring
- Making the news more relatable for the readers of Bangladesh

I learned from this that international news can be turned into a national story.

5.3 Common Problems I Encountered

Some recurring problems that I very often had to intervene to fix were:

- Overly long sentences :

Many district reports came with very long sentences, especially in crime and protest stories.

Example from my editing work:

Before editing: Police said the accused was arrested from his residence after conducting a drive in the area late at night and legal action would be taken against him.

After editing: Police arrested the accused from his residence during a late-night drive. They said legal action would follow.

- Unclear attribution of quotes:

I often found quotes written without identifying who said them.

Example from my editing work:

Before editing: “The situation is normal now and traffic movement has resumed,” the report said.

After editing: “The situation is normal now and traffic movement has resumed,” a traffic police official said.

- Incorrect or non-standard spellings of places:

Some stories used informal or inconsistent spellings of place names.

Example from my editing work:

Before editing: The incident took place in Keranigonj.

After editing: The incident took place in Keraniganj.

- Missing information in the lead:

Several stories did not clearly answer key questions in the first paragraph.

Example from my editing work:

Before editing: A clash took place early Monday, leaving several people injured.

After editing: A clash between two groups took place early Monday in Narayanganj, leaving several people injured, police said.

- Excessive use of pronouns

Some reports used pronouns without clear reference, which caused confusion.

Example from my editing work:

Before editing: He said they would resolve the issue soon.

After editing: The mayor said the city authorities would resolve the issue soon.

- Mixing UK and US spellings:

Wire stories often mixed spelling styles, which I corrected to match house style.

Example from my editing work:

Before editing: The programme focused on labour rights.

After editing: The program focused on labor rights.

I gradually became quicker at spotting such problems straight away.

5.4 Skills I Developed

Editing at *Dhaka Tribune* was instrumental for me to develop skills that matter a lot, such as:

- Attention to detail: Even the smallest mistakes were to light up for correction.
- Speed and efficiency: News editing has to be done rapidly with no compromise on quality.
- Understanding newsroom style: I got to know the great need of uniformity in journalistic writing.
- Decision-making under pressure: The occurrence of breaking news situations most of the time demanded quick editorial judgment.

· Professional communication: Working with senior editors facilitated me to learn the great need of clarity and putting up one's responsibility in the communication process.

5.5 Reflection

One of the most rewarding aspects of my internship was the editing work that I did because it gave me the opportunity to be a part of the content that the paper was publishing in a very direct way. What it really taught me was that editing is not only a technical job but also a very caring job in terms of truth, accuracy, and ethical journalism. With this experience, I am now more aware of and appreciative of the very detailed and thorough work that is done in the background for every news story that is published. My confidence as a future media professional has also been boosted by this experience, and I was able to further develop my writing and analytical skills.

One of the issues that I noticed during my internship was the absence of a formal policy on plagiarism and the use of artificial intelligence in the newsroom. Although such ethical standards are always abided by the journalists and subeditors in their daily operations, they were largely influenced by the experience and the culture of the newsroom but, not by the guidelines. My suggestion would be that, in an era of growing AI applications in media production, a well-defined set of principles on plagiarism and responsible AI use is necessary. Such guidelines could help promote editorial consistency and protect the publication's long-term reputation.

Chapter 6: Translation

During my internship at *Dhaka Tribune*, I was handling the translation of news stories along with the uploading and editing work. The majority of the Central Desk reports were in Bangla, i.e., those coming from district correspondents, *Bangla Tribune*, and some press releases. These news items needed to be converted into neat and short English before printing. The theories that I was taught in the ENG 465: Translation Studies course turned out to be very useful since it was through this course that I learned the principles and methods of translation. I realized that translation in a newsroom is not merely the conversion of words from one language to another; it rather has the function of verifying that the facts are right, the original message is still there, and the information is given in a way that is understandable and acceptable by the media.

Every time I had a Bangla report, I would not stop myself without reading the entire text thoroughly to figure out the context as well as the key points. It was a stage that could not be skipped because quite frequently Bangla stories are packed with some descriptive details that happen to be unnecessary for the English version. After I understood the overall message, I extracted the core elements—especially the who, what, when, where, why, and how—so that the English version would be able to follow the format of a proper news structure. I was not involved in direct word-for-word translation, but instead, I used the sense-for-sense method. This helped me to interpret each sentence in a natural and logical way. This was particularly important, as a lot of Bangla phrases become awkward or unnatural if they are translated literally. While editing Bangla reports, I often found that the opening paragraphs contained long descriptive details that were not necessary for the English version. For example

Bangla report (original):

“সোমবার সকালে হঠাৎ করেই এলাকায় আতঙ্ক ছড়িয়ে পড়ে। স্থানীয়দের মতে, একটি দোকানে আগুন লাগার পর আশপাশের মানুষজন ছুটে আসেন এবং পরিস্থিতি নিয়ন্ত্রণে আনার চেষ্টা করেন।”

Literal translation (not used):

On Monday morning, suddenly panic spread in the area. Locals said that after a fire broke out at a shop, people from nearby rushed in and tried to control the situation.

Edited English version (sense-for-sense):

A fire broke out at a shop in the area on Monday morning, triggering panic among local residents.

Another common issue was indirect phrasing in Bangla crime reports.

Bangla report (original):

“পুলিশ জানায়, অভিযান চালিয়ে রাতে অভিযুক্তকে তার বাসা থেকে আটক করা হয়েছে।”

Literal translation (not used):

Police said that by conducting a drive at night, the accused was detained at his residence.

Edited English version (sense-for-sense):

Police arrested the accused at his residence during a night drive.

These examples show how I focused on meaning rather than word-for-word translation to ensure clarity, accuracy, and natural English expression.

I was required to adhere to the editorial style of the *Dhaka Tribune* while translating. This not only involved editing the news story, but also formatting the time, dates, names, places, and

currency correctly as per the standards set by the *Dhaka Tribune*. The translated text should not contain any emotional language or the personal opinions of the translator, as neutrality is one of the founding principles of journalism. I was also engaged in shortening the lengthy Bangla reports by gist translation as an essential part of my job. District correspondents usually wrote long paragraphs full of unnecessary background details, and it was my job to shorten these parts without losing any of the facts. This ability helped me master the skill of reorganizing stories, and thus, I became more efficient in presenting the information to the digital news readers.

I have implemented various methods learnt in my academic coursework while translating. I cannot recall a time when I did not use the method of “borrowing”, particularly when Bangla texts had infusions of English words that had already been naturalized, e.g., "police," "mayor," or "building." When a literal translation would result in a grammatically awkward sentence, I resorted to the use of transposition; thus, the resulting sentence would be grammatically correct in English. Sometimes, the references in Bangla culture needed to be meticulously adjusted so that the English version would seem logical to readers who might not be familiar with certain local expressions.

I managed to get more confident in time, however, I also experienced some challenges in case of translating. It happened that the stories in Bangla were not only structurally disorganized, but also contained no full information. This made me need to rearrange the material prior to translation. It had some idioms or culturally charged phrases that had no direct English counterparts. As an example, the Bangali sentence: ‘‘হাতেনাতে ধরা’’, the Literal translation of the sentence is: Caught red-handed. I wrote like that, but I removed a word, Policemen arrested the suspect on the spot. Therefore, I was forced to seek the nearest substitute without altering the original meaning. The other challenge was the issue of working under time pressure particularly when breaking news was involved because the translation process had to

be fast and accurate at the same time. Such experiences have guided me to learn the art of critical thinking, fast adjusting and being precise even in cases when I have very minimal time at my disposal.

Basically, the translation was the most enriching part in my internship. It not only improved my bilingualism and gave me a sense of the nuances of transferring the meaning in other languages to the working environment but also opened my eyes to the importance of the nuances in the workplace. I got to a stage of realizing how the various translations play an instrumental role in connecting the Bangla news with the English-speaking world and so is the case with the local and international world. This experience made me more confident in my ability to work with multilingual content and provided me with an even better insight into the creative and complicated side of communication through translation in journalism.

Chapter 7: Additional Responsibilities

Additional Responsibilities and Contributions

During my internship at *Dhaka Tribune*, in addition to my main role as a sub-editor and news uploader, I was given various other tasks through which I became more familiar with the different departments in the newsroom. These activities enabled me to grasp the even sides of the journalism field-teaching as well as reporting.

I regularly engaged senior editors' services by proofreading concise news reports, fact-checking, and ensuring the *Dhaka Tribune's* editorial guidelines were followed. Besides, I kept an eye on the wire services like *UNB*, *BSS*, *Reuters*, and *AFP* to get the most recent updates. It enabled me to understand the essence of the news and take immediate action when breaking news happened.

Moreover, we had the chance to work on the review of the already published content on the website to ensure there were no technical issues, such as broken links, missing images, or incorrect tags and categories. I always kept track of the printouts of the publication and the photographic materials to make sure everything was visually perfect and harmonious. If there were any troubles, I would have informed the editor right away so that the corrections could be made. I did these things as a part of my visual training and to upgrade my professional sense of accountability.

7.1 Writing Contributions for Dhaka Tribune

In addition to my editorial work, I was also given the chance to be a content writer for *Dhaka Tribune*. I managed to write and publish four reviews under my byline on the Dhaka Tribune website during my internship period.

Interning at the *Dhaka Tribune* was an eye-opening experience for me to go through the whole process of journalistic writing - a fresh idea, in-depth research, drafting, editing, and final publication. The senior editor's review and feedback were part of the editorial check-in that each article underwent. Based on the suggestions, I made the changes, and this cycle of work helped my writing and gain an insight into professional writing in a newsroom.

I was able to develop my critical thinking through these writing pieces, learn the maintenance of journalistic tone and neutrality, and gain confidence in terms my articulation to a broader audience. To be credited as a writer with published articles in a nationally recognized English newspaper was a major turning point in my internship journey, and thus, I was more than ever motivated to follow a career path in the media and journalism sector.

7.2 List of My Published Reviews at Dhaka Tribune

During my internship period, I had the opportunity to publish four reviews on the Dhaka Tribune website. The list of my published reviews is given below:

No	Article Title	Category	Website Link
.			
1	<i>Utshob: A celebration of life, loss and second chances</i>	Film / Cultural Review	https://www.dhakatribune.com/385555 5
2	<i>“Squid Game” Season 3: The ultimate finale or a global beginning</i>	Entertainment Review	https://www.dhakatribune.com/385570 0
3	<i>Viral red lines and the story we are not seeing</i>	Social Commentary	https://www.dhakatribune.com/388675 5
4	<i>When Life Gives You Tangerines is a slice of life — sweet, bitter and beautiful</i>	Lifestyle / Feature	https://www.dhakatribune.com/385693 3

These are examples of my skills for which I had to research and analyse social, cultural, and entertainment trends and write them in a well-organized and attractive way, which is appropriate for the general public. I got a lot more writing and critical thinking skills through this opportunity, and I also received a very good practical experience of what it feels to be a journalist in a professional newsroom environment.

Chapter 8: Application of Media Terms and Theories

The knowledge of theories and concepts from my undergrad course of Media and Cultural Studies came to my rescue during my internship at the *Dhaka Tribune*. My academic journey through the professional courses, such as ENG 331: Cultural Studies, ENG 333: Globalization and the Media, ENG 401: Editing, ENG 440: English for Print Media, and ENG 465: Translation Studies helped me to develop a strong theoretical base.

I kept seeing myself using the theories over and over during my hands-on tasks in the newsroom. Essentially, this experience was a bridge between theory and practice in the field of journalism.

The very first theoretical framework that comes to my mind when I think about my internship is news value, which I was taught in ENG 440: English for Print Media. With features of the news such as timeliness, proximity, prominence, consequence, and oddity, one can understand why certain events are treated as major news and the rest are not. In my role as a reporter, I was always updating, editing, or translating stories, and I employed these news values to figure out which aspects of the story were most newsworthy. What I mean is that not all the stories had all the values, but by ensuring that at least one or two were there, the newsworthiness of each piece was taken to a higher level. In this way, the awareness of these values informed my editorial decisions and helped me ensure that the journalistic relevance of every article was retained.

The other theory that I found myself referring to quite often was Jean Baudrillard's concept of hyperreality, which I learned in the course titled ENG 333: Globalization and the Media. According to Baudrillard, hyperreality depicts a scenario where the boundary between

the real and the representation of the real becomes indistinguishable. The latter is especially due to media portrayals. The point where I see the most relevance of this theory was the moment I was editing press releases and the feature-like promotional content. Press releases have the tendency to show in an idealized way, brands, events, or public figures; they become the creators of a new reality, which is the one strategically chosen to affect public perception. I came across a very strange way of conceiving the world while editing such content because the writers were obviously trying to convey that the events that might be seen as routine are, in fact, groundbreaking. By means of hyperreality, I could unveil these fabricated presentations and interact with them on a deeper level, thus objectivity was, in fact, as always, kept intact from my point of view, while at the same time I cooperated with the release team by not disrupting the communication flow.

I came across a parallel between my internship and the theory of the Panopticon by Foucault. In the ENG 331: Cultural Studies course, it was taught that Foucault introduces the Panopticon as a symbol of present-day surveillance systems, and the phenomenon of authority because of one's own internal voice. Although I was mostly left to my own devices, I was aware of the fact that senior editors would be checking my work. Hence, I felt a need to account for it. This consciousness of being on the lookout brought about not only my increased carefulness and thoroughness, but also a greater degree of self-management. The constant chance of remote monitoring influenced me to pay more attention to meeting deadlines, accuracy, and keeping the daily work logs. The internalization of this type of discipline exemplifies Foucault's proposition that nowadays the prevailing power relations work not by the employment of direct force but by the silent and always-there supervisory element.

Moreover, the world of journalism is somehow a maze of intricate pathways, and Appadurai's concept of the Mediascape, which I studied in ENG 333: Globalization and the

Media, was kind of a map for me. *Dhaka Tribune* is an international news agency that covers different news stories that involve different international agencies such as *AFP*, *Reuters*, and *Deutsche Welle*, and thus enables the readers in Bangladesh to be in full touch with the world's events. I was deeply involved in editing and translating these news stories, and through this process, I was able to witness how narratives that are global and local become united via the digital information that, in fact, is flowing. According to Appadurai's Mediascape theory, the world is getting smaller and smaller as far as the media is concerned since the images, stories, and ideas are becoming more and more borderless. Thus, if anything, changes in one part of the world the impact is felt everywhere else. My work with the content that was international was an eye-opening experience in terms of how the information that global networks transmit deeply affects the local demographic.

Finally, my translation work has given me the opportunity to put into practice a number of strategies from ENG 465: Translation Studies. The converted reports from Bangla to English were largely made possible by the application of language translation and other similar methods, such as sense-for-sense translation, borrowing, transposition, and gist translation. These techniques ensured that the translated documents not only conveyed the same meaning as the originals but also retained the journalistic style of *Dhaka Tribune*. The use of these theories in real newsroom scenarios made me understand that the process of translation is not merely an operation of language, but also a cultural and communicative process.

In short, my internship was a real-life experience of the extent to which the academic theories are integrated into the real-life journalistic practice. I did not keep the ideas that I learned during my undergraduate programs as abstract concepts, rather, it transformed the manner in which I perceived information, edited news, translated material and I considered the media as a social

institution. My internship experience has been augmented by the relationship between theory and action and has been a point of my evolving professional media career.

Chapter 9: Conclusion

This internship with *Dhaka Tribune* was a life experience as I received an opportunity to combine what I learned in my textbooks with an actual experience in the media industry. Working as the member of the Central Desk Online Team, I could learn much about the way a newsroom operates every day and how short-term reports are taken, edited, translated, and published to satisfy the demands of already increasing readership. This engagement meant that I got acquainted with the side, which was also concerning the speed, stress, and collaboration of journalism. Furthermore, it helped me to feel more empathetic about the struggle of the journalists to give correct, current and informative news.

As I identified with the editors and sub-editors skillful enough, I learned that when making decisions in the media industry, one must be very correct, think critically to the best of his ability, and follow good morals. Be it in editing agency reports, translating district stories, uploading content via the CMS, all work assigned to me was both educational and entailed the thought that one has to consider media clarity, impartiality, and extendability. I also learned that the most insignificant aspects, like time formatting, structuring a lead, or a choice of a tag, play a tremendous part in defining the end-product of a news piece. The conduction of such kind of work made me more focused, self-controlled and received a greater level of trust in conducting editorial work.

The internship program taught me more about writing, particularly since feature articles were assigned to me as a way through which I could write and generate original articles to the newspaper. In the feature writing, I could indulge my artistic side within myself and at the same

time I was using the appropriate journalistic style. It also gave me selfconfidence to express my view in a clear and formal way. In addition, the translation of the news stories written in Bangali into English also provided me with greater fluency in both languages, and allowed me to view even further the alteration in the meaning of the texts in other languages. In conclusion, I had an opportunity to become a better writer, editor, and communicator due to the presence of different assignments I had to complete.

Besides, the internship provided me with an eye-opener as to the ways in which media theories are closely interconnected with the reality of the newsroom. Such concepts as news values, hyperreality, the Panopticon, and the Mediascape were not merely to be adopted as theoretical concepts in academia any longer but they were to be used as tools to understand the mechanics of the contemporary journalism. It is true that, this alignment of theory with practice made my internship more valuable, practical and satisfying.

Concisely, the internship experience was one of the biggest milestones in my academic and professional life. It was a great move, which led to a career in the media industry and I would say it also made me more passionate about journalism. What I have learned, acquired knowledge and confidence at *Dhaka Tribune* will always remain with me. Even though I pursue my dreams in the media industry, I carry with me the lessons, the experience, and the inspiration of this internship, which have contributed to my growth as a qualified, ethical, and driven media professional that will work on a full-time basis at *Dhaka Tribune* and continue my studies in English Literature at Brac University.

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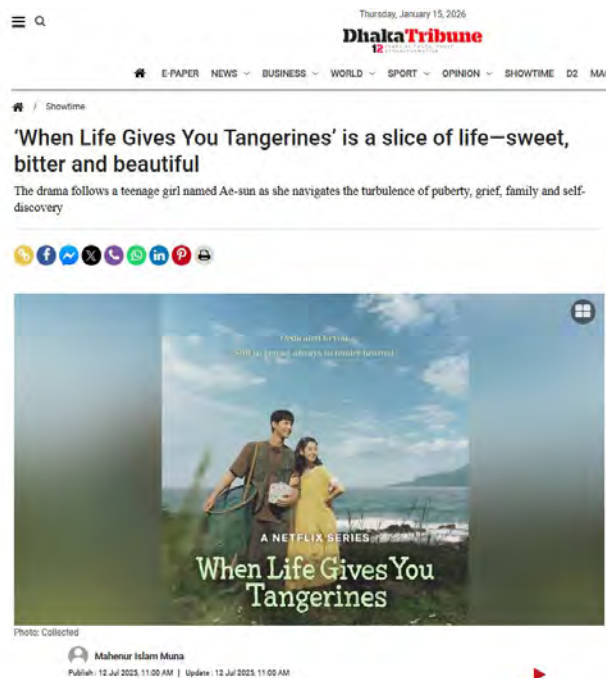
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Appendix- 1



<https://www.dhakatribune.com/385570>

Appendix-2



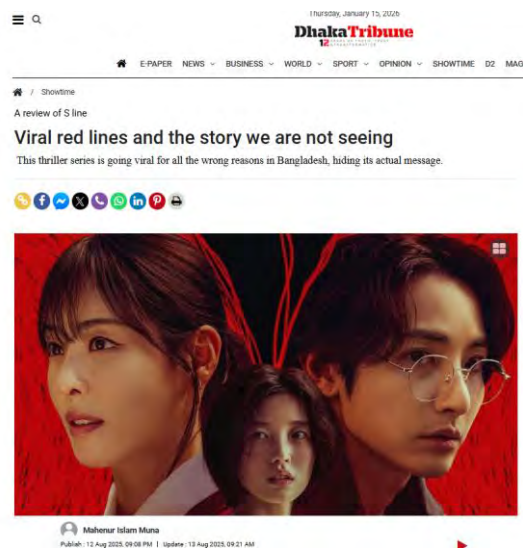
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Appendix- 3



<https://www.dhakatribune.com/385555>

Appendix-4



<https://www.dhakatribune.com/388675>

Appendix- 5



<https://www.dhakatribune.com/bangladesh/election/391029/ducusu-election-35%25-votes-cast-in-three-hours>

Appendix- 6



<https://www.dhakatribune.com/bangladesh/dhaka/388246/gas-balloon-explosion-at-manik-mia-avenue-injures>