

## What about... delivery tips?

### Topic Summary

For some, the idea of being recorded is a bit off-putting (perhaps even a little scary). Being armed with some preparation and practice can help a lot. This document talks about a number of relatively simple things to keep in mind to help ensure a better quality recording.

### Resource Summary

**Topic:** Recording/ performance tips

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**Institution:** Coventry University

**Target audience:** Practitioners

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**Comment:** Acknowledgment to Sally Parkes

### Things to Consider

- Ensure all equipment is on (especially the microphone)
- Recording will start and end at set times – staying to timetable will make a better recording
- Consider the camera and microphone ranges when moving around the room
- Recordings look better when the speaker is well-lit
- 'Habits' are much more noticeable on video – gestures, ums, frequent phrases, looking at the screen, etc.
- Speaking clearly and varying tone will make for a more clear audio recording
- Remember this is being captured – only say what you are willing to put on the record
- Sally Parkes' student feedback suggests that presenters should avoid striped or heavily patterned shirts, and that female presenters should be aware that the camera in some rooms may look downward so it may be more appropriate to wear a shirt with a higher neck line

### Practical Suggestions

Record yourself giving a normal lecture to an empty room, just to try it out. It will help you get used to using the system and being recorded. It may also be useful to practice using personal capture software. Watching your recording (although uncomfortable for some) will alert you to any changes you didn't know you needed to make like movement, lighting, or habits.

All kinds of 'habits' do not come over well onto video. It is probably not worth trying to change most of them for the sake of the recording (lecture capture is for most very 'rough and ready'), however some can affect the quality of the resource. Muttering, eating or drinking, and knocking the microphone while gesturing can all affect audio. Hiding behind the lectern or standing off-camera (depending on camera placement) can make for an odd recording. Some people recommend against wearing metallic, striped, or colourfully patterned clothing as it may not show up well on the video.

Some lecturers choose to guard what they say more carefully. Many do not want to record any disparaging, ironic or easily misunderstood comments about students, colleagues or the institution. Off-the-cuff jokes may no longer be appropriate.

### Resources

ELTAC multimedia: Common Delivery Mistakes

ELTAC document: What About... increasing your recording's review value?

ELTAC staff development: Lecture Capture Basics Workshop

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