

TIPS FROM AARON VIVENCIO

Things you will need for recording your audio/video lecture:

- Download a voice recording app on a mobile device; this will serve as a back up audio track that you can use in case something happens to your main recording device.
- Wired mic or earphones with mic that you can attach to your computer.
- A timer helps you pace the lecture
- And of course, your computer with presentation and webcam.
- A working script of the whole lecture

Design the Experience

In recording your lectures in audio and or video you may consider the following.

- **Mind the background:** Look out for distracting elements such as cluttered shelves, a screen behind you, or a wayward light source. Always be mindful of doorways behind you because other members of your household might come unannounced and lead to unfortunate situations. Inform the people in your space that you will be recording for a certain period of time.
- **Manage your soundscape:** Look for a quiet corner that has no wind noise or electrical buzz. This causes interference and will be very difficult to edit and clean in post-production. Invest in a microphone that you can plug into your computer. There are USB microphones available in the market or get an audio splitter that accepts inputs for a headphone monitor and a mic. Alternatively, headphones with mics also work well, if it is wired, no need to hold on to the mic. It will still pick up your voice.

Allow for 5 seconds of ambient sound before and after recording. Speak as if you are talking to someone across a table. Given the right conditions, there is no need to amplify your voice. Take as many takes as possible. No need to get it right on the first take.

FOR VIDEO

- **Light your space:** If possible keep your lighting consistent in your videos with a diffused lamp or two. Avoid harsh, open bulb lighting and direct lighting. Bounce your light off your walls to achieve softer light. You might also need to close your blinds and cover your windows.
- **Know your angles:** The camera should be placed around your eye level. Too low and your nose will be the only thing seen, too high, and you reveal more of the space behind

you. If you are reading your script, make sure to look at the camera once in a while to address your audience.

Record in a horizontal orientation and make sure it is on a stable platform.

If you are an advanced user, you can look into using streaming software to have full control of the visuals you present. A popular free software is OBS, and needs some training and familiarity with TV processes.

- Practice before recording. Test your software, equipment, and space. Rehearse before recording, mark words that need to be stressed or would need pause after for reflection.

ADDITIONAL PRACTICAL TIPS

Drink warm water before speaking. This ensures your voice is clear and crisp. For the introduction address the audience - welcome them, show your face, and talk about the context of the content. This can be done last when you have done the lecture itself.

Limit the animations of the slide; this can slow down the presentation and might cause technical problems. Make sure you are in presentation mode and not in editing mode.

Put your phone on airplane mode. Notification sounds are distracting and will deter from making your video. Allow for 5 seconds of ambient sound before and after recording; providing you a lead in and lead out space in case you need to edit out accidental sounds. Have bullet points of your script. You can place this on a post- it or piece of paper near your screen. This creates a more natural speaking cadence and you maintain your eye contact with your camera.