

List of things to pay attention before recording a video lecture

Slides Preparation

- Use **Black** characters on a white background; for variation **dark Blue** characters may be used.
- Keep font type and size uniform throughout the PPT.
- Not too much content on each slide, around 5 lines is good.
- Content coherence: only one conceptual entity on each slide. For example, have only the definition on a slide, unless the definition is being changed/modified.
- Keep the number of words low while explaining a point - for example instead of "we are interested in" just say "interested in"
- The **aspect ratio** of slides in PPTs should be **16:9**. For selecting aspect ratio the steps are: PPT -> Design-> Page Setup -> Slides Sized For -> Select 16:9 from the drop-down menu. When changing aspect ratio for already prepared PPTs give a quick glance to make sure the slides are looking fine after the change.

Recording

- Look at the camera most of the time and **especially in the opening and closing sentences of a lecture.**
- Less body movement
- Weight should be even on both legs, otherwise, one shoulder appears lower.
- Sufficient use of the tablet pen in the podium to underline or tick mark words/concepts for focus and emphasis.
- **Each lecture should have an introduction and a closing sentence - decide on these sentences before you start recording**
- While recording, word/sentences can be repeated for correction, extra words and sentences are removed during editing.
- Same shirt and hairdo for the re-recording of any previously recorded lecture or a portion it.
- Watch out for "disfluencies" -- sounds like mmm, ahh etc.
- Video lecture **duration** can range from 6 to 14 minutes, depending on the topic.
- **Introductory video** for the course should not be long. Max 5 mts. Ideal - 3 mts. It should include - instructor's introduction, brief information about course content, exams/quizzes/assignment in the course, grading policy and other expectations from the students.

- **Greeting** at the beginning of the video lecture should be irrespective of the time of the day - it can be hello, welcome etc.; good morning, good evening and good afternoon should not be used, as the viewer could be watching the video at any time.
 - **Dress Code:**
 - suitable for the topic, culture, season and climate
 - generally formal, plain in one colour
 - thin stripes should be avoided as it creates moving patterns
 - one extra set of dress should be kept for re-recording at short notice
 - clothes or accessories should have any logo or characters - they denote publicity/advertising
 - **Voice Quality**
 - Greeting at the beginning with an enthusiastic voice
 - When recording more than one lecture, a 5 - 10-minute break after each recording helps maintain the voice quality
 - Apple juice, at room temperature, is the best to keep throat hydrated and gives energy
 - **Recording Equipment**
 - **Camera in front of the speaker:** check the height of the camera and always (**IMPORTANT!!!**) look at the exact centre of the lens while facing the camera.
 - **Tablet in the podium:** make sufficient use of the pen in the tablet to underline, tick-mark or highlight the words/topics
 - **Signal-Mixing-Machine:** signals from the tablet (PPT) and the camera are captured live (online editing), therefore frequent switching between the tablet-time and facetime with the camera should be avoided.
 - **Teleprompter:** It is used to read out long sentences/paragraphs. For each slide of PPT which requires an explanation that needs to be read out, a separate slide in the PPT for teleprompter should be prepared. For more information check [this](#). Also, check how to prepare [script](#) for the teleprompter.
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