

VIDEO PRESENTATIONS

Some units will require you to record a video presentation. While each assessment will differ, there are some fundamentals to good video presentations.

Planning:

Decide on...

- Content (slides, script etc.)
- Recording style (person vs slides)
- Recording equipment (laptop, camera on tripod etc.)
- Recording program (if on laptop)
- Editing equipment
- Location

Visuals:

A) Filming Yourself

Some videos may require you to be in it physically. Here are some tips:

- Do a close crop of shoulders and above.
- The camera should be angled front on or slightly above (not up your nostrils).
- Avoid swaying and being too stiff. Try to find a comfortable balance.
- You will need to ensure you are dressed suitably for a professional look.
- Have a simple white wall or shelves behind you. Avoid lying in bed or recording in a loud space.
- Consider lighting for clear viewing.
- You can also use props and/or charts.
- Remember to have eye contact with the camera.

B) Slides Only

Other videos may require slides and a voice over. The design of the slides will be very important in communicating information and maintaining interest.

- Ensure you have visuals in your slides.
- Avoid too much text.
- Include in-text references and a reference list in the slides.
- There will be extra emphasis on your vocals, so emphasise tone and make sure you are expressive.

TIP

You cannot engage with your audience through questions and interaction. So you need to captivate the viewer through your tone of voice and visual aids.

Script:

For any video you will need to prepare a script. If you are not appearing in the video then you have the advantage of being able to read out your script. However, try not to sound like you are reading.

If you are appearing on screen then pretend that the camera is your audience and try to keep eye contact, just glancing at your notes as needed.

Write out your script as dot points in a larger font and double spacing, so it is easy to read from (e.g. Arial 12 point).

TIP

Watch some video presentations online. Note what they do well and what they need to work on. Then apply it to your presentation.

TIP

Record your presentation a few times. Each time listen back and critique yourself. This will help you to enhance your presentation skills and enhance the quality of your work.

Vocals:

- Do vocal warm ups before recording.
- Pause to rest your voice and add emphasis.
- Sound enthusiastic not monotone.
- Have water beside you.
- Record standing up with shoulders back and neck aligned — this helps with clearer vocals.

Avoid:

- Swallowing loudly or drinking water close to the microphone.
- Making noise with your paper.
- Saying umm and ahh too much.
- Being hunched over or fidgeting.
- Over using your hands.
- Mumbling.

TIP

Make sure you practice repeatedly with a timer before you begin recording.

Editing:

- Some useful editing programs include iMovie and Adobe Premiere Pro. If you have recorded using PowerPoint directly, then it allows you to re-record each slide individually rather than recording it all from the start.
- When editing, cut out any swallowing sounds or background noise.
- If you do not feel comfortable editing then you will need to record it all smoothly.

**TIP**

You may decide to record your presentation using a combination of filming yourself and using slides. However, this will depend on your technical skills.

Like this Survival Guide? Why not check out more of our guides...

Poster Presentations, Structure Your Presentations, On the Spot Speaking, Managing Presentation Nerves and Presenting to an Audience.

Want to know more about STUDYSmarter?

Find out about all our services and resources at: www.studysmarter.uwa.edu.au

Any suggestions?

We would love to hear from you. Email us at studysmarter@uwa.edu.au

This resource was developed by the STUDYSmarter team for UWA students. When using our resources, please retain them in their original form with both the STUDYSmarter heading and the UWA logo.

