

Guidelines for recording and narration

Talk to a Teacher
National Mission on Education through ICT
<http://spoken-tutorial.org>

Script and Narration
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url: Guidelines to Script Writers

- ▶ http://spoken-tutorial.org/Guidelines_for_Script_Writers



Before Recording

- ▶ The script needs to be validated before recording a tutorial



Recording = Two simultaneous activities

► Narration



Recording = Two simultaneous activities

- ▶ Narration
- ▶ Screencasting



Before recording: 1. No power chord

- ▶ If a laptop is used, charge the battery and disconnect the power chord



Before recording: 1. No power chord

- ▶ If a laptop is used, charge the battery and disconnect the power chord
- ▶ Otherwise, there could be a humming noise



Before recording: 1. No power chord

- ▶ If a laptop is used, charge the battery and disconnect the power chord
- ▶ Otherwise, there could be a humming noise
- ▶ Let us see this in a recording



Before recording: 2. Turnoff mobiles

- ▶ Turn off mobiles



Before recording: 2. Turnoff mobiles

- ▶ **Turn off mobiles**
- ▶ **Silent mode also will introduce disturbance**



Before recording: 2. Turnoff mobiles

- ▶ Turn off mobiles
- ▶ Silent mode also will introduce disturbance
- ▶ See an example



Before recording: 3. Close windows, doors

- ▶ **Close windows, doors**

Pin drop silent studios are not required



Before recording: 3. Close windows, doors

- ▶ Close windows, doors
- ▶ To remove noise from birds, traffic, etc.

Pin drop silent studios are not required



Before recording: 3. Close windows, doors

- ▶ Close windows, doors
- ▶ To remove noise from birds, traffic, etc.
- ▶ Let us see an example of this

Pin drop silent studios are not required



Before Recording: 4. Mic position

- ▶ **Position the mic at a fixed distance from your mouth**



Before Recording: 4. Mic position

- ▶ Position the mic at a fixed distance from your mouth
- ▶ Echoing of the voice hampers the learning



Desktop: 1. Use overlapping windows

Unmaximise windows and place them in an overlapping manner on the screen

- ▶ **This will allow easy switching from one window to another**



Desktop: 1. Use overlapping windows

Unmaximise windows and place them in an overlapping manner on the screen

- ▶ This will allow easy switching from one window to another
- ▶ **Your window selection will also be seen easily**



Desktop: 1. Use overlapping windows

Unmaximise windows and place them in an overlapping manner on the screen

- ▶ This will allow easy switching from one window to another
- ▶ Your window selection will also be seen easily
- ▶ **Difficult to see this when you use maximised windows**



Desktop: 1. Use overlapping windows

Unmaximise windows and place them in an overlapping manner on the screen

- ▶ This will allow easy switching from one window to another
- ▶ Your window selection will also be seen easily
- ▶ Difficult to see this when you use maximised windows
- ▶ See two examples of this



Desktop: 2. Choose large fonts

- ▶ **Ensure that the terminal font also is large**



Desktop: 2. Choose large fonts

- ▶ **Ensure that the terminal font also is large**
- ▶ **Example of a small font**



Desktop: 2. Choose large fonts

- ▶ Ensure that the terminal font also is large
- ▶ Example of a small font
- ▶ **Example of a large font**



To obtain a good recording

- Firstly do a mock/dummy recording



To obtain a good recording

- ▶ Firstly do a mock/dummy recording
- ▶ **Submit it to the Spoken Tutorial team for a feedback on improvement**



To obtain a good recording

- ▶ Firstly do a mock/dummy recording
- ▶ Submit it to the Spoken Tutorial team for a feedback on improvement
- ▶ After approval only, please proceed to do the final recording



Tips on recording

- ▶ **Speak clearly**



Tips on recording

- ▶ **Speak clearly**
- ▶ **Speak naturally without putting on a
accent**



Tips on recording

- ▶ Ideally, record in one go



Tips on recording

- ▶ Ideally, record in one go
- ▶ Use the pause feature of the screencasting software whenever there are long processes



Sync between narration and screen casting

- ▶ The sync between the narration and screen casting is very very important



FOSS screencasting software

► Camstudio on Windows



FOSS screencasting software

- ▶ **Camstudio on Windows**
- ▶ **recordMyDesktop on Linux**



Quality check

- ▶ The Spoken tutorial admin team



Quality check

- ▶ The Spoken tutorial admin team
- ▶ **Expert Reviews**



Verification

- The parameters



Verification

- ▶ The parameters
- ▶ The audio quality



Verification

- ▶ The parameters
- ▶ The audio quality
- ▶ The video quality



Verification

- **Expert gives his suggestions for improvement**



Verification

- ▶ Expert gives his suggestions for improvement
- ▶ Creator incorporates the changes for better learning



Funding Support

- ▶ **Spoken Tutorial is a part of the Talk to a Teacher project**



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- ▶ More information on this mission is available at <http://spoken-tutorial.org/NMEICT-Intro>

