

Filming Tips:

1. **Film in landscape:** If you are using a smartphone/tablet



2. **Filming**

- If you can, ask a family member or friend to help you.
- If you have one, use a tripod, or secure your camera upright on a sturdy level surface.

3. **Background**

Take a look at your surroundings. Make sure your background is plain and without distractions.

4. **Lighting**

- Try not to film with your back to a window as your face will appear too dark.
- Ensure there is a light source on your face - natural daylight is best.

5. **Framing**

Ensure your full head and shoulders are within the frame.

6. **Clear Audio**

- Ensure there is no distracting background noise e.g. busy road, TV.
- Stand close to the camera to ensure your voice is loud and clear (but make sure your full head and shoulders are within the frame).
- Keep a relaxed and natural pace, slow down slightly when you speak.
- Once you are set up in position, test the sound and play it back, adjust your position if necessary.

7. **Camera presence**

- Look into the lens – be natural and imagine you are talking to a real-life person.
- Use calm, open body language.
- Be friendly and smile, especially at the beginning of your video.
- Don't worry about being too perfect or robotic, just be your natural self.

8. **Editing room**

Leave 4 seconds of silence at the beginning **and** at the end of your clip, to allow for editing. *e.g.*

Press record, count to 4 ...read your script... count to 4, stop recording

9. **Practise**

Have a few practise runs to:

- test the sound and lighting.
- make sure you feel comfortable
- check you are speaking in a clear, natural and friendly tone.