



## Tips for Audio and Video Recording

Tell students that the lecture is being recorded

### Audio

- Stay within microphone range
- Don't stand too close to the speakers (to avoid echo)
- Speak clearly at a normal, steady pace
- Describe visual information
- Repeat questions from the audience

### Video

- Stay within the camera frame
- Face towards the audience/camera
- Try not to turn away when speaking
- Use black and dark blue markers on the whiteboard
- Press chalk firmly on the blackboard
- Make the size of your writing on the board visible