



TIPS FOR DELIVERING A PRE-RECORDED SPEECH

PREPARE AND PRACTICE

Format your speech. If you plan to read your speech from a printout, make sure it is doubled-spaced, the font is large enough to read comfortably, and the pages are numbered. Be sure to leave the bottom third of the page blank; this will keep your eyeline from moving too far down and away from the camera.

Mark your speech. Visual prompts on your text help remind you when to pause, emphasize, slow down, change tone or connect with your audience. For example, underlining a word might signal emphasis. A slash could mean a slight pause. Whether you are reading from print outs or your computer screen, these cues will help you plan out your desired delivery.

Read your speech out loud a few times before hitting 'record'. Read it in the same tone, volume, and pace you would use when presenting in-person. Are you tripping over certain words? Now is the time to replace them with words that flow. Be sure to time yourself. Your speech length should fit the time you have been given to present.

SETTING UP YOUR HOME STUDIO

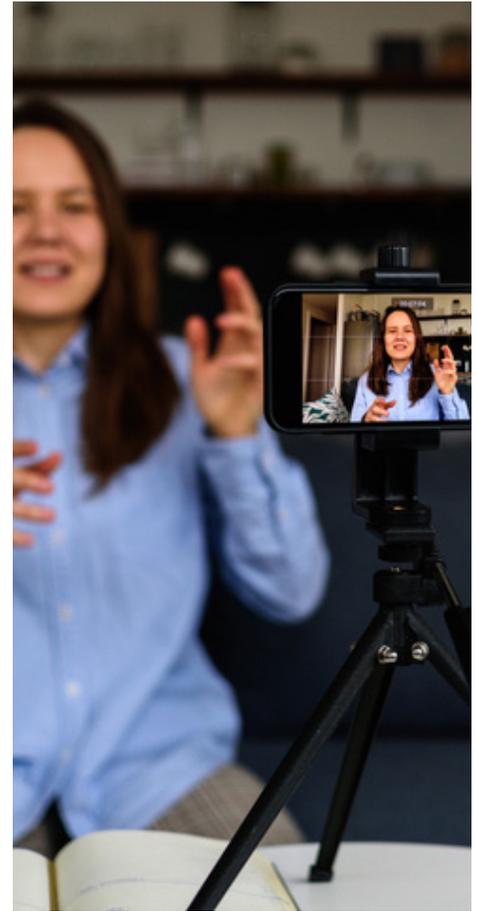
Which device should I use to record my speech? If you are reading your speech from your laptop, we recommend using your laptop to also record your speech. This method allows for a smooth eyeline transition between your speech and the camera. Using a desktop works well too, just be sure to practice transitioning your gaze from the camera to your monitor. Tablets are tricky! The camera is in an odd location. If you choose to use a cell phone, it is best to use a stand to keep your phone steady when recording. Be sure to look at the camera and try to get as close as possible so that the mic can pick up your voice.



Natural light is your friend! Position yourself so that you are facing a window, allowing the natural light to illuminate your shot. Alternatively, a ring light placed behind your webcam also works well for providing brightness without creating shadows.

Your background is important. You want your audience listening to your speech, not focusing on what is behind you. Opt for a simple, tidy and distraction-free background. If there is a wall behind you, try to leave at least six feet between you and the wall. This will create 'depth' in your shot, and avoid it looking like a mug shot! Digital backdrops are not recommended unless they are high quality, or professionally shot in front of a green screen, otherwise they can show distortion around your outline.

Avoid wearing check patterns because they 'track' on camera. Stick to solid colours. Also, if you wear glasses, check on the camera/photobooth function that the light is not reflecting on your lenses. You can also adjust your ring light, turn down the brightness of your laptop, or adjust your angle.



PERFORM

Think of your camera as your audience. By looking into the camera, your audience will feel as though you are making eye contact and speaking directly to them. It might feel unnatural but trust us, it looks best!

Do not dwell on mistakes. You might not get it on the first take, but don't give up! If you misspeak or trip over a word, stop the recording, take a deep breath, and start again. It will get easier.

Body language speaks louder than words. Your body language affects the delivery of your speech. Remember to smile, sit up/stand up straight, and keep your gaze focused on your 'audience' (the camera). Your body (face, eyes, posture) and your voice (tone, articulation, volume) work together and both need to be engaged to deliver a good performance.

