

## SCRIPT MICROLECTURE: RECORD A MICROLECTURE UNIVERSITY TWENTE

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Job Duim schakeltechnicus en Jhon Diepenveen tweede cameraman.




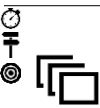


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### Deel 1

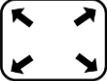

Deel 1 betreft een video opname van de studio. Dit is een kort stuk film die gemonteerd wordt aan de daadwerkelijke microlecture opname. Doel van deze video opname is dat de docenten weten hoe de omgeving er uitziet waar je een microlecture gaat produceren.





#	Screen	Audio	Notes
	Intro Universiteit Twente: how to record a microlecture		
	Deur van de studio	Welcome to this microlecture about how to make a microlecture. But before I explain more about that, I will first show you the studio in which we record these lectures at the University of Twente. That studio is behind this door...	
	Job in beeld Camera 1 en camera 2 in beeld Lampen, geluid Poeder, clicker Green screen	This is Job, our operator. You will record the micro lecture with him. We also have two cameras, including this one with autocue on which you can see your slides. We also have quite a few lamps, of course. You're given a mic and we even powder your face a little to make you look healthy. And, as you've already seen, a large green screen will hang behind you.  It's a kind of magic screen. We can do all kinds of things with it. You'll see that later!  That's all on the studio for now. We're ready to start.	Jhon Diepenveen is de extra cameraman
	Bump/wipe		Job regelt korte (1-2 sec) bumper













	<p>WHAT</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Try to have the micro lecture last a maximum of 10 minutes. That's as long as your viewer will be attentive to your story. In a lecture you usually have about 90 minutes to explain your teaching material. Now, you only have 10 minutes,</p>	<p>Totaal shot</p>
	<p>WHAT</p>  <p>UNIVERSITY OF TWENTE</p>	<p>so make clear choices.</p>	<p>Totaal shot</p>
	<p>WHAT</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Decide on 1 subject and keep to it. Stay focused on your goal. Sidetracks cost time,</p>	<p>Totaal shot</p>
	<p>WHAT</p>  <p>UNIVERSITY OF TWENTE</p>	<p>and you can make a separate clip about those as well. You can always decide on a series. If you do this, be clear that it is a series. For example, you could state this clearly at the beginning and end of your micro lecture.</p>	<p>Totaal shot</p>
	<p>HOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>You have selected a subject and determined what you want to say, but <b>how</b> are you going to do it. After all, there are no students sitting in front of you, nor do you have a blackboard to write on.</p>	<p>Totaalshot</p>
	<p>HOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Your students are watching you online.</p>	<p>Fullscreen</p>

<p>HOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>In a micro lecture you work with <b>slides</b>.</p>	<p>Totaalshot</p>
<p>HOW</p> 	<p>These slides can contain <b>text</b>,</p>	<p>Totaalshot</p>
<p>HOW</p> 	<p><b>pictures</b></p>	
<p>HOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>or even <b>video clips</b>. that's up to you of course.</p> <p>A micro lecture relies on <b>audiovisual</b> cues. So it's important that you show something as well.</p>	<p>Totaal shot</p>
<p>HOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>This can be texts, but also examples.</p> <p><b>Examples</b> always work well. They'll help to bring your story to life. Make sure that you show things that match what you're saying.</p>	<p>Full screen</p>
<p>IMPORTANT</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Your students are watching the micro lecture <b>online</b>.</p>	
<p>IMPORTANT</p>  <p>UNIVERSITY OF TWENTE</p>	<p>On their pc, tablet or even their smartphone. It's important that the material can clearly be seen and is readable.</p>	

	<p><b>TEXT</b></p> <hr/> <p><input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?</p> <p>UNIVERSITY OF TWENTE.</p>	<p>So make sure that you use a <b>font and font size that's readable.</b></p>	<p>Full screen Komen om de seconde binnen</p>
	<p><b>TEXT</b></p> <hr/> <p><input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?</p> <p>UNIVERSITY OF TWENTE.</p>	<p>Try to keep it to a maximum of <b>6</b> lines per page.</p>	<p>Full screen</p>
	<p><b>TEXT</b></p> <hr/> <p><input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?  <input checked="" type="checkbox"/> Can you read this?</p> <p>UNIVERSITY OF TWENTE.</p>	<p>It's important that with everything, you only show it when you're talking about it. It'll keep your viewer sharp and attentive. It has to <b>follow your story</b> If you show everything at the same time, there's a chance that your viewer will read everything and will no longer listen to what you're saying.</p>	<p>Totaal</p>
	<p><b>FULLSCREEN</b></p> <hr/>  <p>UNIVERSITY OF TWENTE.</p>	<p>You also see that sometimes we show the slides full screen. That way, the micro lecture has a bit of variation, but it'll also be clearer to the viewer what you're trying to show.</p>	<p>totaal</p>
	<p><b>FULLSCREEN</b></p> <hr/>  <p>UNIVERSITY OF TWENTE.</p>	<p>For example, this is useful if you want to show a graph, formula or a map. Look.</p>	<p>Full screen</p>





		<p>Because I can't point it out, I am telling you where to look, for example, 'to the left of the city of Enschede lies the campus'.</p>	<p>Full screen</p>
		<p>Or you can show it by, for example, circling it, as I'm doing now. That way it's clear for the viewer what they're supposed to be looking at.</p>	<p>Full screen</p>
	<p>VIDEO</p> <hr/>  <p>UNIVERSITY OF TWENTE</p>	<p>If you want to use a video clip in your micro lecture, you have two options. The first's an overstart: this means you'll show the video and talk along with it.</p>	
		<p>Let me give you an example. We are looking for contact information of the UT. To find it, we're looking for the UT site on Google. On the site, we're looking for the right page and there's our information.</p>	<p>Video Martine ontwikkelt</p>
	<p>VIDEO</p> <hr/>  <p>UNIVERSITY OF TWENTE</p>	<p>That's all for the overstart, that's where you talk along with the clip. The second option's an instart: That's a video clip that you announce, and don't do voice-over on. The film has both image and sound, like in the intro clip of the micro lecture.</p>	<p>Totaal</p>
			<p>Video : gebruiken intro film UT</p>

	<p>VIDEO</p>  <p>UNIVERSITY OF TWENTE</p>	<p>After the clip you can talk about it.</p>	<p>Totaal</p>
	<p>PHOTO</p>  <p>UNIVERSITY OF TWENTE</p>	<p>It's also great to show pictures.          Makes sure that they match your subject. Don't use a picture just to fill an empty space.          My advice is that if you're looking for a picture</p>	<p>Totaal</p>
	<p>PHOTO</p>  <p>UNIVERSITY OF TWENTE</p>	<p>and you can take it yourself, do so. This saves you the trouble of looking, and dealing with copyright.           Pictures can fill the entire page if they're worth it.</p>	<p>Full</p>
	<p>SUMMARY</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Now you know what you want to talk about and how you will do it, with slides. That examples work, that you shouldn't show everything all at once and that you work with text, pictures and video clips.</p>	<p>Starten op totaal          V.a. example naar full screen</p>
	 <p>UNIVERSITY OF TWENTE</p>	<p>Let's talk about the formats for the micro lectures. And then I mean the formats of how we can make it look in the studio in the end.</p>	<p>Totaal</p>
	<p>FORMATS</p>  <p>UNIVERSITY OF TWENTE</p>	<p>There are two formats from which you can choose.</p>	<p>Totaal</p>

	<p>FORMATS</p> <p>②</p> <p>Eigen foto greenscreen</p> <p>UNIVERSITY OF TWENTE</p>	<p>One format is the one you've been looking at all this time, where we use the slides as background. That's called the <b>green screen format</b>.</p>	<p>Fullscreen</p> <ul style="list-style-type: none"> <li>• Ter plekke foto's maken en gebruiken</li> <li>• Alternatief is tekst</li> </ul>
	<p>FORMATS</p> <p>②</p> <p>Eigen foto greenscreen</p> <p>Eigen foto van mij in splitscreen</p>	<p>The second format is where you see your slide next you, and we use a different background. That's called the <b>split screen format</b>.</p>	<p>Full screen</p> <ul style="list-style-type: none"> <li>• Foto van het begin van de microlecture (cindy met bubbels in beeld)</li> </ul>
	<p>GREEN SCREEN</p>  <p>UNIVERSITY OF TWENTE</p>	<p>First we'll continue talking about the green screen format. Your slides are your background in this format. I selected a white background, but it can also be a picture.</p>	
	<p>GREEN SCREEN</p> 	<p>Like here where I'm standing on the campus.</p>	<p>Totaal</p>
	<p>GREEN SCREEN</p> 	<p>Or in a lecture hall.</p>	<p>Totaal</p>
<p><b>Splitscreenformat!</b></p>			
	<p>SPLIT SCREEN</p> 	<p>Let's use this same picture in the split screen format. Now you'll see the picture right next to me. Behind me there's a standard background, a pink/grey one in this case. You can choose from various colours. You can adjust them to your clothes or the design of your slides.</p>	<p>Split</p>



	<p>SIMILARITY FORMATS</p> <hr/> <p>UNIVERSITY OF TWENTE</p>		split
	<p>SIMILARITY FORMATS</p> <hr/> <p>INTROFILM WELCOME</p>	<p>Both formats can start with an introduction clip of the UT. Next, you speak a word of welcome on the close camera, in which you repeat the name of the clip and tell the viewer something in 10 seconds so that they can get used to you. You will also be given a title bar, so you don't have to say your name. After that you turn to the other camera.</p>	split
	<p>SIMILARITY FORMATS</p> <hr/> <p>INTROFILM WELCOME</p> <p>SLIDE IS BACK-GROUND    SLIDE NEXT TO YOU</p>	<p>In the green screen format the viewer will see your medium on screen, and your slide is your background. You tell your story and the viewer sees what you want to show behind you.</p> <p>Use this version if you don't have much text and mostly want to tell your story using visuals. If you have a nice picture or something that can be large on screen, change to full screen.</p> <p>In the split screen format the viewer will see you and a screen next to you. That's where your slides will be shown. You tell your story and the viewer will see the slides alternatively next to you and full screen.</p>	Split – full screen
	<p>SIMILARITY FORMATS</p> <hr/> <p>INTROFILM WELCOME</p> <p>SLIDE IS BACK-GROUND    SLIDE NEXT TO YOU</p> <p>ENCLOSURE OUTROFILM</p> <p>UNIVERSITY OF TWENTE</p>	<p>At the end of both formats you'll turn back to the close camera and thank the viewer for watching. A standard wrap-up clip will follow: the outro.</p>	split

	<p>GOOD 1</p>  <p>UNIVERSITY OF TWENTE</p>	<p>There are a couple of things that are good to know: Your posture is very important. Your bearing should be powerful, straight, on two legs. Don't slouch and look straight into the camera.</p>	<p>split</p>
	<p>GOOD TO KNOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Into the camera; it's weird if you look above or next to the camera. It perhaps feels a bit awkward, as we're not used to looking at someone for so long. Practice it in front of a mirror.</p>	<p>split</p>
	<p>GOOD TO KNOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Pay attention to having an open look, a small smile is desirable. Look friendly. If we think, we quickly frown and then you look angry. And of course, it's not pleasant for the viewer to look at you for 10 minutes if you look angry.</p>	<p>split</p>
	<p>GOOD TO KNOW</p>  <p>UNIVERSITY OF TWENTE</p>	<p>Watch this microlecture again if you want, and if something is not yet clear, don't hesitate to ask your questions. More support is available, such as help in developing your materials, choosing the right format and a useful checklist.</p>	<p>split</p>
<p>CLOSE</p>		<p>Thank you for your attention, I liked having you as an audience and wish you good luck in making your knowledge clip. Goodbye</p>	

