# General Guidelines for Recording a Speech Video

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Your instructor will provide detailed requirements, but here are some general tips on recording an effective speech video:

- Dress professionally and in a way that will not detract from the content of the speech you are delivering.
- Stand tall and with good posture. Don't sit in front of the camera. If you are using a webcam built into your computer, you can set the computer on a raised surface (even a stack of books will work) and then step back from the computer to deliver your speech.
- Ensure that your entire torso is visible in the frame without making you seem very far away. Your instructor will want to see your facial expressions and your hand gestures clearly.
- Project your voice so that it will be recorded clearly (but don't shout).
- Test your recording in the environment where you will be speaking to make sure ahead of time that you can see and hear yourself clearly.
- Make sure that the lighting doesn't undermine your video. Stand so that light is shining on you rather than behind you. This means that you should not stand in front of a window where the sun shines behind you. Creating a test video will help you know when and where your lighting works best.
- Eliminate any unwanted background noise. Turn off a television in a different room, for example.
- The person holding the camera must make sure to hold the camera very steady, or – even better – use a tripod.
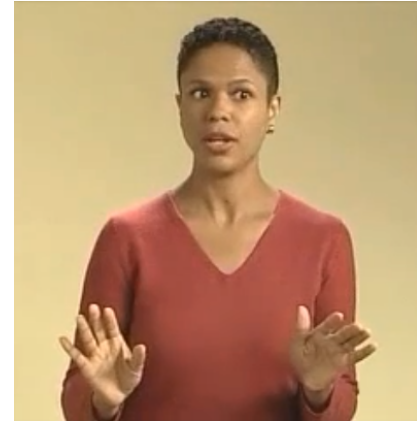
- Many instructors want to see your audience and have requirements regarding how many people need to be present and what their ages should be (small children usually don't count, for example). Your audience should sit in front of you. The person recording your speech can use the camera to show your audience and then pan to you speaking.
- Most instructors will reject a video submission that has been edited. Be sure you understand your instructor's requirements fully before getting started.

Be sure to read the guide relevant for the camera you intend to use to make your recording! You will find some important time-saving tips.