

# Recording my Speech... Where to Start?

## What's the difference between a recording and a live presentation?

In a recording you can: repeat or redo your speech, pick the most convenient time, and avoid the nerves of a live audience (unless a live audience is required)

In a live presentation you must: get your speech right the first and only time, present during a specified time, and speak in front of an audience (most likely your class)

## How-To

**Find an Appropriate Location** - The area you're recording in should be well-lit and free of distracting or messy backgrounds.

**Set Your Camera to the Right Height** - Make sure that your camera is at the right height for you and it's not too far below or above you. This will make the video look awkward.

**Dress for the Speech** - Even though you're recording most likely from home, you still need to dress as though you are giving the speech in person! Wear at least business casual clothing and make sure you look neat and presentable.

**Record Your Speech** - Once everything is set up and in place, you're ready to record your speech! You can do this using a normal camera/video record feature or use Microsoft Teams or Zoom if you need to be able to present visual aids. You could also use a TV if you have one available to show your visual aid and record both yourself and the TV.

## Do I still need to practice my speech for a recording?

Yes! Practicing a speech multiple times before recording allows you to sound more confident and conversational. And the better you know your speech, the more you'll be able to relax and focus on using hand gestures, emphasis, and other methods of improving the quality of your speech.

## Wait, can't I just read off my speech for a recording?

No! Although it may seem like nobody will be able to tell if you're reading off something behind the camera, it's very obvious.

First of all, you should be making eye contact with your audience (aka the camera) and if you're reading off a paper, you won't be able to do that.

Second of all, if you read your speech directly from a sheet of paper, it may come off as stiff and too rehearsed. You want your speech to feel conversational and genuine to really engage your audience and keep their attention.

Lastly, many professors specifically say in the rubric whether or not a note card or paper is fine. If you're not allowed one and your professor notices you reading off something behind the camera, you may lose points on the assignment. Even if you are allowed one, make sure you still look back up at the audience (or the camera) and use only bullet points so that you aren't reading off of it completely.