



TELEPROMPTER HINTS, TIPS & TECHNIQUES

The Script

- Use a conversational writing style and write in a way that, when spoken, sounds natural.
- Your script is for words presented directly to the camera.
- You can, however, mark in notes (use bold or underscore) to help you navigate your way through the text. Don't type in too many "stage directions" though, as they can be distracting.
- Read your script aloud. If needed, make changes in the text that will make it easier to deliver. Edit your text before getting into the studio.

Practice

- Practice in a calm and relaxed atmosphere well before you start recording.
- Use a normal speaking voice.
- Pace your speech in a way that's appropriate and comfortable for you. The speed of the scroll is controllable and the words will always be there.
- Set the font size to suit your eyesight. The bigger the font the fewer words on the screen, but the less chance to see what's coming up. Too small and you'll be struggling to read accurately.

Use Non-Verbal Communication

- *Move Naturally* - Your head is rarely still and only needs tiny movements laterally and vertically to stop it getting locked into the "stare." If you lock your head into a rigid position, and only your eyes move to read the text, it can be obvious you are reading.
- *Maintain Eye Contact* - Looking directly into the camera's lens creates the illusion of eye contact with your audience. Take full advantage of this by not darting your eyes away which is distracting and can damage your credibility.
- *Pump up the Excitement* - The video medium squashes your energy level. So what seems like "over the top" translates wonderfully in video. Media savvy individuals pump up the excitement of their performance (in intensity, not volume) and instantly become more interesting and appealing to watch.
- *Smile* - It's the simplest way to connect with your audience. As though you're telling a funny story, a smile creates an attitude that's captivating to watch.

Use us, we're here to help.

Feel free to ask questions of the staff and crew, because we want you to be your best.