

Video Book Report

Choose a key scene from a story you have read. Write a script for the scene, sticking closely to what happens in the story. Then prepare a storyboard to plan the camera shots that will bring out the scene's drama. Rehearse the scene, and then produce it. Shoot an introduction in which you explain why the scene matters to the story.

Video Letter

Create a "video letter" to send to an imaginary pen pal. You might record a typical day in your life or give a guided tour of your town. Use voice-over narration or speak straight to the camera. You can either script and storyboard your "video letter," or write an outline and improvise when you shoot your video.

School Newscast

Create a newscast for other students in your school. Decide on segments to include, such as school news, editorial comments, sports, or movie reviews. Decide who in your group will be the anchor, reporter, camera operator, and director. Prepare questions for any interviews in advance, and write a script for all the other parts of your newscast.

Public Service Announcement (PSA)

Produce a PSA to convey a message that is important to students your age. Use eye-catching camera shots or visuals to make your message clear. Remember that a PSA is like a commercial, but you are persuading viewers to adopt your idea rather than buy your product. Script and storyboard your PSA before you shoot.

Movie Scene

Imagine you are producing a film adaptation of a novel you have read, but you will rewrite the ending. Limit your new ending to one scene. Script and storyboard the scene. After you shoot and edit the scene, show it to your classmates. Ask them how they felt about your new ending. How does it affect the original story?

Interview

Working with a partner, choose someone in your community who has a unique job. Arrange a video interview with your subject. Find out more about your subject's job so that you can prepare good questions. Decide who will operate the camera and who will ask the questions. Record an introduction in which you introduce your subject and explain why his or her job interests you.

Documentary

Produce a documentary about someone in your family. Interview him or her about an interesting time period. Use old photographs and other mementos to support the interview. Arrange and combine your visuals and interviews in the editing stage.

Directions: Check off each step as you complete it.

<i>Preproduction</i>	<i>To Do</i>
Consider Equipment Needs	<input type="checkbox"/> Determine what video equipment you have access to.
Define Project Basics	<input type="checkbox"/> Determine the assignment, purpose, audience, and length.
Consider Evaluation Criteria	<input type="checkbox"/> Determine how the video will be evaluated.
Brainstorm	<input type="checkbox"/> Choose the best subject, and begin planning.
Gather Information	<input type="checkbox"/> Research your topic. Find supporting photos, music, and illustrations. Prearrange interviews, if necessary.
Organize	<input type="checkbox"/> Create an outline or a treatment for your story.
Write the Script	<input type="checkbox"/> Include actors' or narrators' lines and descriptions of image you will use.
Draw the Storyboard	<input type="checkbox"/> Include a drawing and a caption for each shot in your video. If you are producing a documentary, decide which shots you will not need to storyboard (because they are not staged).
Scout the Location(s)	<input type="checkbox"/> Think about where you will set up your camera and what lighting and sound problems you may face.
Choose Jobs	<input type="checkbox"/> Divide jobs among members of your group.
<i>Production</i>	
Rehearse	<input type="checkbox"/> Have actors practice their lines or review their interview questions before shooting begins.
Check Lighting and Sound	<input type="checkbox"/> Reduce or remove shadows, glares, or noises.
Videotape	<input type="checkbox"/> Keep your subject steady and in focus. Review your footage to make sure you like what you are recording.
<i>Postproduction</i>	
Log Videotape	<input type="checkbox"/> List all the pieces of footage you shot in an edit log, noting the ones you want to use.
Edit	<input type="checkbox"/> Consider the pace —long cuts slow down the pace and short cuts speed it up; continuity —cuts from one shot to another should be seamless, not confusing; and purpose —every piece of footage you use should have a purpose in your video.
<i>Presentation</i>	
Present, Evaluate, and Reflect	<input type="checkbox"/> Show your video and get comments from your audience. Evaluate your video on the basis of how well it achieved its purpose.

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PROJECT WORKSHEET 1

Producing a Video

COPY MASTER

PREPRODUCTION: BEGINNING YOUR VIDEO PROJECT

Directions: Use this worksheet for the preproduction planning of your video project.

- 1. Type of Video Project:** Identify the type of video project you will create (commercial, movie preview, documentary, news story, music video, etc.).

- 2. Video Equipment:** Identify the video equipment you have access to.

- 3. Topic:** Briefly describe the subject of your video. Also, jot down a working title.

- 4. Length:** Approximately how long will your video be? _____

- 5. Audience:** Describe your target audience. _____

- 6. Purpose:** Is the main purpose of your video to inform, to entertain, or to persuade? Explain. _____

- 7. Project Tasks:** Determine who in your group will have the main responsibility for the following roles:

Director: _____ Sound Director: _____

Head Writer: _____ Actors: _____

Camera Operator: _____ Art Director/Graphic Designer: _____

Lighting Director: _____ Editor: _____

- 8. Schedule:** Figure out a schedule for completing the steps of your project.

Day 1 _____ Day 6 _____

Day 2 _____ Day 7 _____

Day 3 _____ Day 8 _____

Day 4 _____ Day 9 _____

Day 5 _____ Day 10 _____

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PROJECT WORKSHEET 2
Producing a Video

COPY MASTER

PREPRODUCTION: BRAINSTORMING AND ORGANIZING

Directions: As you brainstorm ideas for your video project, fill in the following form.

<p>Outline Briefly describe each major part or scene in your video.</p>	
<p>Research What kinds of information will you need to gather? Where will you get the information?</p>	
<p>Location(s) Where will you shoot your video?</p>	
<p>Opening How will you grab viewers' interest at the beginning?</p>	
<p>Images What key images or visual effects do you want to include?</p>	
<p>Sound What music or sound effects do you want to have?</p>	
<p>Set What props, costumes, or graphics will you need?</p>	

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Producing a Video

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PREPRODUCTION: WRITING A SCRIPT

Directions: Use the form below to write the script for your video. In the left-hand column, briefly describe what the viewer sees in each scene. In the right-hand column, write the corresponding dialogue. Make additional copies of this worksheet as needed.

Video (what viewer sees)	Audio (what viewer hears)

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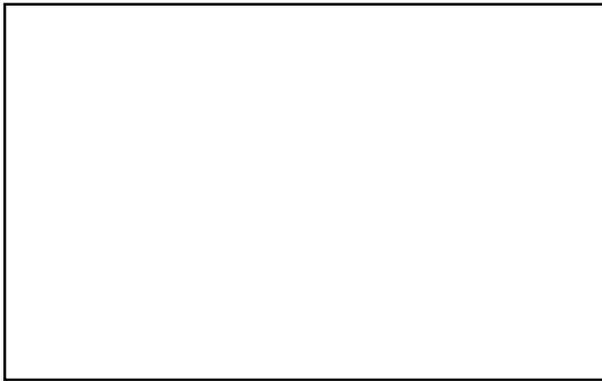
PROJECT WORKSHEET 4
Producing a Video

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PREPRODUCTION: STORYBOARDING

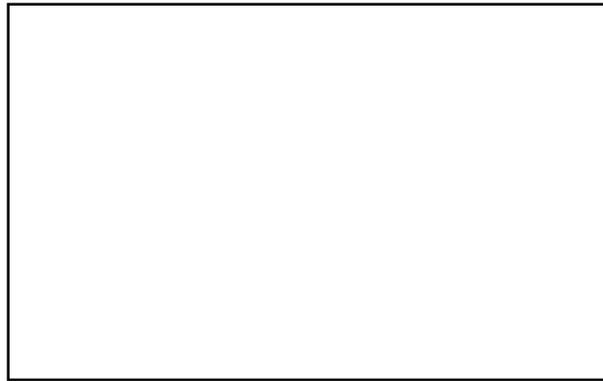
Directions: Use a storyboard to plan each shot of your story. In the boxes below, draw a picture of each shot. The picture should show the camera angle and the framing of the shot. You don't need to be a great artist—simple stick figures will do. On the lines provided, write a brief description of your drawing. Make additional copies of this worksheet as needed.

Storyboard # _____



Description: _____

Storyboard # _____



Description: _____

Storyboard # _____



Description: _____

Storyboard # _____



Description: _____

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20**PROJECT WORKSHEET 5**
Producing a Video

COPY MASTER

PRODUCTION CHECKLIST***Equipment***

Before leaving for the shoot, do I have the following items:

- video camera
- tripod
- camera batteries and/or extension cord
- microphone(s), headphones
- lights
- videotapes
- script
- props/costumes

Sound

- Is there too much background noise? How can I reduce unwanted noise? Do I need to turn off fluorescent lights and air conditioning to reduce the noise?
- If I'm using an external microphone, is it pointed directly at the person speaking? Are the speakers' voices clear?
- Am I wearing headphones so that I can make sure the camera is recording sound?

Lighting

- Have I set a scene by carefully lighting one small area where the action or interview will occur?
- Is there too much light coming from behind my subjects? Can I avoid shooting toward the light?
- Does the light shining directly on my subject(s) cause glare or shadows?

Directing

- Do people have any last-minute questions about what they are supposed to do?
- Is the camera ready? Does the camera operator know the types of shots needed for the scenes? Are there any technical problems?
- Are the actors, interviewers, and subjects ready? Do they know where to look and how to move?
- Is everyone quiet on the set?

Camera Operation

- Is my main subject in focus?
- Is my picture steady? (If not, put the camera on a tripod or support it on a chair or table.)
- Did I shoot an establishing shot to set the scene and let the viewer know where the story is taking place?
- Am I shooting a variety of wide, medium, and close-up shots to focus viewers' attention and hold their interest?
- Am I holding each shot steady for several seconds longer than I think I'll need (so I'm certain I'll have enough material later when I edit)?

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PROJECT WORKSHEET 7
Producing a Video

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POSTPRODUCTION: VIDEO EVALUATION FORM

Directions: Use this form to evaluate a video project. Rate performance in each of the categories using the following scale:

5 = Excellent

3 = Average

1 = Poor

4 = Very Good

2 = Below Average

Content

_____ **Script:** The script is rich in detail and effectively provides information.

_____ **Visuals and Sound:** The visuals and sound are well researched and well chosen.

_____ **Structure:** The organization is well developed, clear, and logical.

_____ **Audience/Purpose/Length:** The video is appropriate for its intended audience and achieves its main purpose (to inform, to persuade, or to entertain). The length is appropriate.

_____ **Overall Effect:** The main idea is well defined. The subject is treated thoughtfully and thoroughly. The video is compelling and creative.

Technique

_____ **Camera Work:** The camera work reflects careful planning and setup. The choices of camera shots and angles and the framing of the shots are effective. The footage is in focus and steady.

_____ **Lighting:** The video is appropriately lit.

_____ **Sound:** The sound is clear.

_____ **Acting:** The acting is well rehearsed and effective.

_____ **Editing:** The editing reflects good planning, is well paced, and avoids jump cuts.

Comments
