



Teleprompter script writing and formatting tips



Scriptwriting tips

- **Write for speaking, not reading – no one talks like a thesis**
- **Short paragraphs of no more than two sentences**
- **Short sentences with pauses for breath**
- **Space between sections**
- **Avoid a run of alliterative words beginning with S, P, B, C, K and T sounds**
- **Assume the listener is blind and speak visually**
- **Practice your script in front of a mirror and/or webcam**

Script formatting – general tips

Add in a stage direction at the start and end to remind yourself to look at the camera closed mouth for five seconds before your start and after you finish speaking.

Follow this advice whenever you make a mistake and wish to resume recording.

This will help in the editing process.

Script formatting tips – one person, no presentation

- Capitalise words you wish to emphasize
- Give yourself stage directions in ALL CAPS
- Indicate a slight pause with dashes
- Make sure there is some blank space at the top

WAIT AND LOOK AT CAMERA FOR FIVE SECONDS BEFORE SPEAKING

Welcome. I'm KerryJ from the University of South Australia.

Let's talk about a way of licensing and using work that is 15 years or so old but MANY people HAVEN'T heard of ---

Creative Commons.

When you encounter content on the internet you want to use -- and you want to do so beyond classroom walls - such as in a presentation at a conference or in a portfolio, there is a spectrum of possibilities in terms of usage rights.

At the closed end of the spectrum we have Copyright. You must seek permission and be granted it

Script formatting tips – one person, PowerPoint

All of the previous, PLUS

- Add **NEXT** in all caps to remind yourself to advance to next slide
- Add **CLICK** in all caps to remind yourself to display animations
- Add **STOP** on the end slide so you don't advance to a blank screen

NEXT

Why teach students about copyright?

CLICK

Authentic, rich assessments = portfolio content

CLICK

If content violates public copyright, cannot be legally displayed

CLICK

Artists deserve recognition and \$

CLICK

Script formatting tips – two people

All of the tips for one person, plus

- Designate who is going to say what by typing their name in all caps, surrounded by brackets

WAIT AND LOOK AT CAMERA WITH CLOSED MOUTHS FOR FIVE SECONDS BEFORE SPEAKING

(KERRY)

Welcome. I'm KerryJ, from the University of South Australia.

(MARK)

And I'm Mark Dowd, also from UnISA.

(KERRY)

Let's talk about a way of licensing and using work that is 15 years or so old but many people haven't heard of ---

Creative Commons.

(MARK)