

# TIPS FOR RECORDING YOUR SPEECH OR VISUAL PRESENTATION

## 4-H Manitoba Communication Tips

### THE SETTING

The setting where your recording will take place is very important. You should find a quiet room with no echo and has a nice background with good lighting. You will also want to make sure this space will allow for a spot to prop up your device.



### ENSURE GOOD AUDIO



When recording your speech or visual presentation, you must make sure your audio is clear and audible.

Stand to ensure you project your voice, avoid any unnecessary noises and place your recording device 2-4 feet away from you and keep it static.

Zooming in, using Split Screen, or Editing of any kind is not allowed for Visual Presentations.

**(A LITTLE TIP)** Pretend you are standing at the front of the room presenting to a live audience and the recording device is your judge.

### WHAT DEVICE?

We understand that not everyone will have access to the same devices, so use the best available to you. Use the newest smartphone, iPad or tablet to record your speech or visual. You may also want to use headphones with a microphone built into them; wear the headphones normally to ensure they will pick up your voice clearly.



### SUBMITTING THE RECORDING



Now that you have recorded your speech or visual, reviewed it and are happy with it, it is time to submit. You can either email it directly from the device or download the recording from the device to a computer to email it to [lmcrae-walker@4h.mb.ca](mailto:lmcrae-walker@4h.mb.ca) for the Zone, Area and Provincial Communication submissions. Speak to your Head Leader to see how your club communications will be operating.



CANADA  
4-H Manitoba

If you have any questions or issues with your recording, please contact Linda at [lmcrae-walker@4h.mb.ca](mailto:lmcrae-walker@4h.mb.ca) or (204) 726-3206

**Learn To Do By Doing**