

## Module 5: Digital Skills lesson 1

### Subtopic: How to record an interview

Title	Lesson 1 - How to record an interview
Type	Group exercise
Goal	Understand the basics of sound recording. 1. Learn to record sounds. 2. Prepare an interview.
Description	<p>Part of these activities the learners will be familiarised themselves with recording equipment, before moving onto a practical activity which involves setting up for their own recordings.</p> <p><b>Plan for the day:</b></p> <ol style="list-style-type: none"> <li><b>Activity A : Introduction to editing</b> Introductory presentation on sound recording. Including a discussion on what makes a good recording.</li> <li><b>Activity B : Introduction to recording.</b> Tutor will introduce how to use a smartphone to record interviews. Includes a discussion on different mobile devices that are available for recording. The tutor will do a demonstration on how to use a smart phone to record interviews.</li> <li><b>Activity C : Introduction to editing Sound &amp; Video files.</b> Tutor will introduce a few editing software.</li> <li><b>Activity D : Prepare an interview.</b> Learners will prepare their interview questions for example individual.</li> </ol>
Additional information for trainers, if used for face to face session	<p><b>Advice for the Facilitator</b></p> <ol style="list-style-type: none"> <li>Discuss with the learners about how much they understand regarding what makes a good or bad quality recording.</li> <li>Have any of the participants ever used any of this recording equipment? What would they share of their experience.</li> <li>Brief of Individuals the learners will be interviewing, will need to be produced for the learners.</li> <li>They might need to prepare some questions for each individual which the learners can use.</li> </ol>
Materials	<p><b>Activity A : Introduction to editing:</b> Powerpoint presentation, Module 5 Lesson 1 Activity A Powerpoint handout.</p> <p>Computer/Laptop, Cables, Projector &amp; Speakers Projector,</p> <p><b>Activity B : Introduction to recording:</b> Powerpoint presentation, Module 5 Lesson 1 Activity B handout 'How</p>

	<p>to use a mobile app', Smartphone, speakers that connect to a Smartphone.</p> <p><b>Activity C : Introduction to editing Sound &amp; Video :</b> Powerpoint presentation, Module 5 Lesson 1 Activity C handout 'How to use a Audicity' &amp; Module 5 Lesson 1 Activity C handout 'How to use a Moviemaker', Computer/Laptop, Cables, Projector &amp; Speakers.</p> <p><b>Activity D : Prepare an interview :</b> Briefs of individuals, Pens, Paper, Tablets/ Smartphone for note taking. Module 5 Lesson 1 Activity D handout “Examples of open and closed -ended questions”. Example questions for each individual handout</p>
Timing	2 hours
Comment	

### Inputs and learning activity A

<b>Title</b>	<b>Introduction to editing</b>
<b>Activity</b>	<p>Input: Introductory presentation on sound recording</p> <p>Activity: Listening assignments &amp; Group Discussion</p> <p>Self-learning: link, literature reference, self-reflection</p>
<b>Goal</b>	Understand the basics of sound recording
<b>Description</b>	<p><b>Intro</b> The Tutor will present a Powerpoint presentation Module 5 Lesson 1 Activity A, about theory of recording equipment for audio production, video, filmmaking.</p> <p><b>Listening Assignments</b> The learners will then go through a series of listening assignments where voice, sound effects, and music are combined, To help them understand sound theory and the aesthetic analysis of sound.</p> <p><b>Discussion</b> The group will discuss what works and what they liked.</p>
<b>Material</b>	<p>Module 5 Lesson 1 Activity A Powerpoint handout.</p> <p>Computer/Laptop, Cables, Projector &amp; Speakers</p>
<b>Timing</b>	30 mins
<b>Comment</b>	Audience and speaker layout of room

### Inputs and learning activity B

<b>Title</b>	<b>Introduction to Recording</b>
<b>Type</b>	<p>Input: Introductory presentation on how to use a mobile phone for sound recording &amp; demonstration of recording sound with mobile phone.</p> <p>Activity: Interactive group discussion &amp; demonstration</p> <p>Self-learning: link, literature reference, self-reflection</p>
<b>Goal</b>	Learn to record sounds
<b>Description</b>	<p><b>Intro</b> The Tutor will present a Powerpoint presentation Module 5 Lesson 1 Activity B, about how to use a Smartphone to record interviews.</p> <p><b>Demo</b></p>

	The Tutor will do a demonstration of recording using a Smartphone both Audio and Video <b>Discussion</b> The group will discuss what other devices are available to record sound..
<b>Material</b>	Powerpoint presentation, Module 5 Lesson 1 Activity B, Handout “How to use a mobile app” Smartphone, speakers that connect to Smartphone.
<b>Timing</b>	30 mins
<b>Comment</b>	

### Inputs and learning activity C

<b>Title</b>	<b>Introduction to editing Sound &amp; Video</b>
<b>Type</b>	Input: Introductory presentation on types of editing software available. Activity: Outline of Audacity and Movie Maker & Interactive group discussion. Self-learning: link, literature reference, self-reflection
<b>Goal</b>	Learn to Edit recordings
<b>Description</b>	<b>Intro</b> The Tutor will present a Powerpoint presentation Module 5 Lesson 1 Activity C, what software is available to edit sound & video. <b>Video</b> The Tutor will show a video demonstration of how to use Audacity and Movie Maker. Audacity : <a href="https://www.youtube.com/watch?v=V7fNSq6QTNo">https://www.youtube.com/watch?v=V7fNSq6QTNo</a> Movie Maker : <a href="https://www.youtube.com/watch?v=TXr_kzfnCM4">https://www.youtube.com/watch?v=TXr_kzfnCM4</a> <b>Discussion</b> The group will discuss what they think about using such a software.
<b>Material</b>	Powerpoint presentation Module 5 Lesson 1 Activity C, Handout “How to use a Audicity” and Module 5 Lesson 1 Activity C, Handout “How to use a Movie Maker”, Computer/Laptop, Cables, Projector & Speakers Projector,
<b>Timing</b>	20 mins
<b>Comment</b>	

### Inputs and learning activity D

<b>Title</b>	<b>Prepare an interview.</b>
<b>Type</b>	Input: Tutor will give the learners details about the individual(s) that they will be meeting and give the synopsis of the nature of the interview. Group discussion about open and closed questions. Activity: Learners take notes and prepare 5 questions for the example individual
<b>Goal</b>	Prepare the interview.
<b>Description</b>	<b>Intro</b> Tutor will give the leaners details about the individuals (briefs as per local setting) that they will be meeting and give the synopsis of the nature of the interview.

	<p><u>Example :</u></p> <p>Person : Representative of the Local Council to discuss the housing crisis.</p> <p>Nature of interview : Housing crisis, a handout to explaining the current situation regarding the housing crisis, with statistics and research.</p> <p><b>Tutor will ask Learners to explain</b></p> <p>What is an open question?</p> <p>What is a closed question?</p> <p>Then the group will discuss the importance of open and closed questions, as well as general interview techniques.</p> <p>Learners will look at “Examples of open and closed -ended questions” handout</p> <p><b>Prepare questions</b></p> <p>Learners in pairs will prepare 5-10 questions they would ask the Individual.</p> <p>Tutor will provide example questions (as per local setting) if learners are struggling.</p> <p><b>After session</b></p> <p>Tutor will contact learners to arrange a meeting date for the learners to interview the Individuals.</p> <p>Learners to research the individual and fine tune their questions for the interview for the meeting with the individual.</p>
<b>Material</b>	Briefs of individuals, Pens, Paper, Tablets/ Smartphone for note taking. Module 5 Lesson 1 Activity D handout “Examples of open and closed -ended questions”. Example questions for each individual
<b>Timing</b>	40 mins
<b>Comment</b>	