

# **BEM2015 – International Business and Globalisation**

## ***Assignment – Making a 10 min film***

<b>Frequently asked questions on technical issues</b>
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**Q. Can I use my own digital camera to record the video?**

A. Yes, as long as it has the capability to record good quality video.

**Q. What technical specification does it need to have?**

A. Your camera will need to be able to produce a video at a minimum resolution of 640x480 pixels and 30 frames per second, along with an internal or external microphone that will be able to pick up the presenter's voice clearly.

**Q. I would like to borrow a camera from the university. How and where can I do this?**

A. Video cameras can be borrowed from Dale Potter, Education Enhancement, Rm 719, Level 7, Laver Building. To book a camera please email [D.J.Potter@exeter.ac.uk](mailto:D.J.Potter@exeter.ac.uk)

**Q. How long can I book the university's camera for?**

A. You may book out the University's video camera for a period of three days at a time. Cameras can be picked up from 10am on the first day and must be returned by 4pm on the third day.

**Q. Can I borrow an external microphone as well?**

A. No, the University's video cameras do not have a socket for attaching an external microphone.

**Q. How can I ensure that my sound quality is good enough?**

A. Ensure that you do not stand too far away from the person presenting so that their voice can be captured clearly. Try to avoid filming outdoors when it is windy or you will end up with a lot of unnecessary wind noise on your audio track. Also, make sure that you don't pick busy places with lots of background sounds (such as traffic, general public, etc) to record as the presenter's voice will be difficult to distinguish.

**Q. What kind of editing software should I use?**

A. You can use whatever software you are most comfortable with for creating videos. However, if you have never created a video before we recommend that you use your computer's own basic software, Windows Movie Maker or the Mac equivalent.

**Q. Will I be able to get any help/advice with editing my film?**

A. Education Enhancement cannot provide help or advice with editing your films. You need to be confident in your abilities to produce your presentation in video format if you choose to submit your work in this way. If you need advice, please check with your colleagues as they may be able to help.

**Q. Do I need to use a PC for the editing, or can I use a MAC?**

A. You can use a PC or a Mac, whichever you feel happier using.

**Q. What should I do if I have problems copying my final film onto DVD? For instance, if there is a problem with formatting?**

A. If you have a technical question, please post it in the WebCT discussion forum for this module where a member of the Education Enhancement team will be able to post a response. Everyone will be able to see the response, which should help to answer several peoples' queries at once.

**Q. If I have any other technical questions, where can I go for additional help?**

A. In the first instance, please check the WebCT discussion board for this module and ensure that someone hasn't already asked the same question. If you can't find an answer to your question in the forum then please post a question and a member of the Education Enhancement team will respond.

**Q. What happens if the camera borrowed from the University gets seriously damaged, lost or stolen?**

A. The borrower is fully responsible for the safe keeping of the camera. There will be a charge of £100 to replace a lost or seriously damaged camera, unless mitigating circumstances apply.