

## The Craft of Video Editing

Summer 2011 Media Academy for Professionals  
Journalism & Media Studies Centre  
The University of Hong Kong



### DOCUMENTARY VIDEO PRODUCTION FOR BEGINNERS

Instructor: Nancy Tong / E-mail: [nancy.tong@gmail.com](mailto:nancy.tong@gmail.com) / Venue: Digital Media Lab, Eliot Hall, HKU / Schedule: June 13-24 (Mon-Fri only) / 4 hours every morning 10am – 2pm

DATE/DAY		COURSE CONTENT	ASSIGNMENT
PREP DAY		Begin prepping room for equipment, projection etc.	
DAY 1	TECHNICAL TRAINING	Introduction A Basic video production crew: roles and collaboration Camerawork and practice Screen camera assignment with feedback  Attention to details: - Location scout, shooting environment, wide shots and cutaways  SCREENING: observational style documentary	In class: Use of tripod to frame different shots
DAY 2	TECHNICAL TRAINING	Audio recording and types of microphones Importance of location sound Different sound environments  Audio recording practice.  SCREENING: participatory style documentary	In class: handheld, walking shots using different mics to record sound. Record wild sound and room tone.
DAY 3	DIRECTING	Different styles and treatment of documentary videos Structure of documentary videos  SCREENING: TV documentary to discuss structure	In class: discussion of perspective In class: structural analysis  DISCUSSION OF DOCUMENTARY PROJECT IDEAS
DAY 4	DIRECTING, SHOOTING BEGINS	Interview techniques. Formulating questions.	In class: interview setup and practice

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		Discussion of project: themes, objectives, approach, list of interviewees, locations etc.. The process of editing  SCREENING: one-hour documentary with discussion of the directing process	Out-of-classroom assignment: begin shooting video documentary  FINALIZE ASSIGNMENT THEMES AND TREATMENT
DAY 5 & 6	PRODUCTION OF DOCUMENTARY		
DAY 7	DIRECTING AND EDITING	Viewing of footage Discussion on documentary structure and treatment Editing software instructions Logging and transcription of material	In class: editing software practice introduction: logging, transcription begins
DAY 8	EDITING	Editing practice Structure and writing	Picture edit
DAY 9	EDITING, SCREENING ROUGH CUT, SOUND EDIT	Audio editing instructions. Use of music. Use of fonts, graphics. View rough cut and discussion	Sound edit and sound mix
DAY 10	POST-WORKS, UPLOAD ONTO INTERNET	Fine cut See fine cut and discussion. Upload onto internet	Color correct, effects, titles

IMPORTANT NOTE: This teaching model will need one set of production equipment and editing station per group of 3 - 4 participants.