INSTRUCTIONS FOR CRITIQUING VIDEO OF YOUR TALK
(required as part of your assignment)

Remember to make a photocopy for yourself.

You must schedule a time to view and critique your video. Be sure to critique both your TALK and your INTRODUCTION of another speaker (not the introductory portion of your actual talk).

You may critique your talk video any time after you have presented.

The video player will be set up and available for viewing from 8:30 a.m. until 4:30 p.m. in room 18 downstairs (PRTR Audio-Visual Lab). The video player will be set up and the video cassettes (marked by which day you presented) will be beside the unit. **Sign up** for one of the 1/2-hour time slots on the sheets posted outside the door of Room 19 Natural Resources Building. Be sure to be on time so you do not interfere with another student's viewing time.

To view your tape:

1. Check out the keys to Room 18 & 19 from one of the PRTR secretaries in room 131. The keys are attached to a key ring with a large metal triangle (so it shouldn't be easy to lose). You will be asked to leave some form of collateral -- an ID, driver’s license, car key, etc.

2. Go to Room 18 (via 19) Natural Resources Building, unlock the door, then view the videotape of your INTRODUCTION and your TALK. You have been provided a critique sheet in this workbook; be sure to address EACH issue fully (**make a comment on each in addition to the 1-5 rating**). Points will be deducted if no or limited comments are included to justify your rating.

A list of whose talk is located where on the tape(s), listed by approximate counter number on the video player, will be posted near the video player.

**Turn on the POWER.** Television monitor should be set to Channel 3.

Be sure tape is rewound to the beginning, then reset counter (RESET button on remote control) to start at "0".

Press the FAST FORWARD button until the counter reaches a number just before the number at which your talk begins, then press STOP (use the counter display on screen, and be sure that the tape is not crossing the video head (screen should be “blank blue” rather than actually “playing” the video on fast forward) because the counter will not display with the video playing on fast forward.

After a couple of seconds (while machine resets), press PLAY.

View the tape as many as times as needed so you can adequately critique your presentation.

When finished, REWIND tape to the beginning, RESET counter to 0:00:00, then turn the POWER off on both the TV and VCR.

3. As you leave the room, be sure to shut off all and lock the doors behind you (DON'T FORGET THE KEYS).

4. Return the keys to PRTR secretaries (don't forget to pick up your collateral).

**Be sure you leave all other equipment, books and materials in the room untouched. You are responsible for whatever happens in the room while you are in there.**