



## 4-H Youth Development

# Using Audio or Video Tapes for 4-H Project Record Keeping

4-H record keeping is an important part of your 4-H experience. 4-H record keeping helps you learn to set goals, to record what you have learned, to evaluate what you did. But 4-H record keeping doesn't have to be all pencil-and-paper. You may choose to present your 4-H experiences on audio tape or video tape. Here are some suggestions to help you.

### Obtain Equipment

You may have your own tape recorder or video recorder. If not, ask at the county extension office for ideas on where to borrow one.

### Select a Site for Recording

For audio tape, choose a quiet place away from noise, like the telephone, TV, radio, and outside traffic. For a video tape, also consider a background that is simple and not too dark.

### Preparing to Record

You can plan your taped presentation before recording by using the *Basic*, *Experienced*, or *Advanced Project Record* form as a guide. Plan to answer the questions on the record sheet in order. For example: for the *Basic* form, first tell what you wanted to do, then

include what you did, who helped, and when you did the work. Tell about your favorite part of doing the project. Continue through the project record, answering the questions as best you can, using full sentences and good grammar. The length of the final tape will vary depending on extent of work in the project area.

### You May Want to Practice

Practice in front of a mirror before taping. Practice taping for 2 minutes, then preview the tape to check the volume and lighting.

### To Make Your Presentation More Interesting

- Consider asking a family member or another 4-H'er to interview you about your 4-H project.
- Rehearse the questions before taping.
- Tape segments throughout the year as you work toward your goals.
- Where possible, include actual work with or interaction with others.

For audio taped records, you could prepare a portfolio of your work or photo series to go along with the tape. On video, you can tape your actual work in progress if you have a video recorder available during the work, or you can tape snapshots of your work. Some project records will be more meaningful to you if you have some information written on charts or posters to video tape while you talk. You also can have these items written on paper in your portfolio to go along with an audio tape.

### Reviewing Your Tapes

Be sure to review your audio or video tape before returning your equipment. Listen to and/or watch the tape as though you have never heard of your project before. Does it make sense? Is the story complete? Does it tell everything in a logical, organized way?

### Saving Your Tapes

You will find it helpful to keep your audio or video tapes from year to year so that you can tell how much you have progressed and learned in your project. You can begin recording at the end of last year's tape and keep your records all on one tape. Be sure to clearly identify where each year's records begin and end.

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