TOPIC : THE METHODOLOGY OF DOCUMENTATION OF
SLIDE/LECTURE AND AUDIO/VISUAL

Special Project

By

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Submitted in partial fulfilment of the requirement for
the Master of Design Degree in Visual communication.

Guide : Prof. R.K.Joshi

March - 1992

APPROVAL SHEET

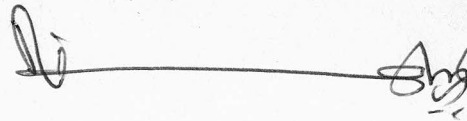The Visual Communication Special Project entitled

The Methodology of Documentation of Slide/Lecture
and Audio/Visual

is approved in requirements of the partial
fulfilment of the

Degree in Master of Design
in Visual Communication at

The Industrial Design Centre, IIT, Powai, Bombay.
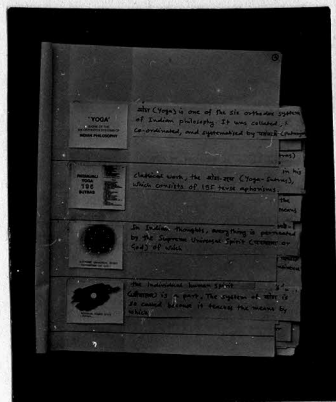
Guide:

Chairman:

Internal Examiner:

CONTENTS

Last year, the methodology of documentation of Slide-Lecture and Audio-Visual was created and was used for personal presentation of my first project. Previously I use to show reference drawings and charts with the help of personal speech without audio tape. But it was not known, that how many people had perceive it either fully or partially. This was due to my drawback of speaking. I therefore, tried to show some references or demonstrations, with short text without slides or photographs, so that auditor could understand my speech in approximate fashion using their imagination.

Later on in November, final presentation of my second project Yoga was differently planned. It was a slide lecture, synchronised with audio tape and flopped on the screen. Listening to the recording of Yoga Lecture, alongwith slide demonstration, became successfully popular in the audience, in perceiving the image, I showed Yoga with its importent features, with the visuals, and its applications, with wide range of designs to the audience, especially to the chairman, professors and students. That was the first time the methodology was used, due to hindrance of speech and hearing. Then it was thought that, this primary methodology can be useful to others, irrespective of faculty, when they deliver their lecture.

* PREPARATION OF TEXT FOR AUDIO VISUALS

The methodology includes, visual text and a audio comentry of the same. Therefore visual text should not be discriptive but in the precise and concise form it will be as follows :

i)   Be precise - Express your subject in minimum no.of words.

ii) Be concise - Express your subject in proper words.

iii) Aim to express the full knowledge about   the subject
                              though it is precise
                              and concise.

iv) Be Sincere - what to say accordingly would be auditor
                    listening and seeing sincerely.

v)   Text should be prepared according to type of audience.

vi) Auditor should find interest in the text.   While
     listening its commentry.

vii) The text should stimulate the attention of the audience.

viii) The text should be creative, which should ivok the desire
     about the subject and thus feedback can be obtained
     after the lecture is over.

ix) The amount of feedback, obtained from the audience, will
   reflect the suceess of the presentation.

Main theme of the methodology is to get introduced with the subject with audio tapes synchronised with visuals. The same methodology can also be used while preparing documentaion in print media e.g. Any project work, dissertation or research proposals or even the seminar can be flopped with the help of Audio Visuals on the screen, before preparing the print media. The same technique can be useful for preparing a single lecture at various levels. e.g. Last years presentation of my project II the yoga, can be distributed in various levels.

i)   History of Yoga - Part will be appreciated by Ancient
                              literature Academicians.

ii)   Sanskrit Shlokas - Useful for the people who are
                             interested in Sanskrit.

iii)   Structural Anatony - Interesting to medical and paramedical
                              people.
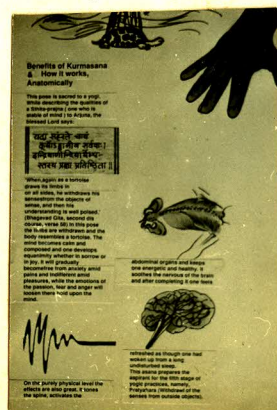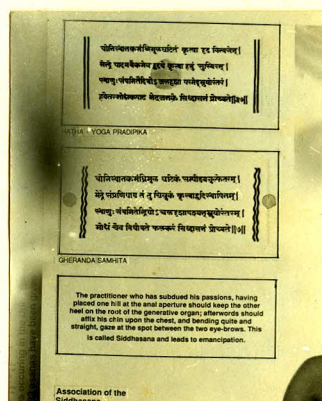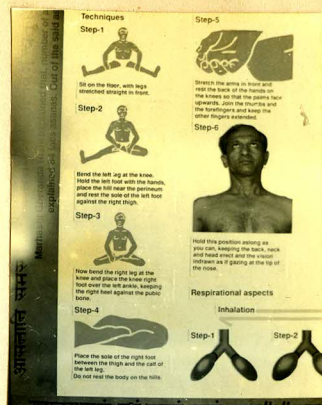
iv)   Illustration of Techniques and main focus on Asana -
                        useful for sportman, Gymnasium clubs
                etc.

        Though the medium imposes some restrictions on the visual
text, which is prepared in D.T.P., it will useful to those who
wants to give lecture, and also it is capable of each perception.

        With this introduction of the methodology, a systematic
information for preparing Audio Visuals and slide lecture is
given in following pages.

AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
AUDIO / VISUAL
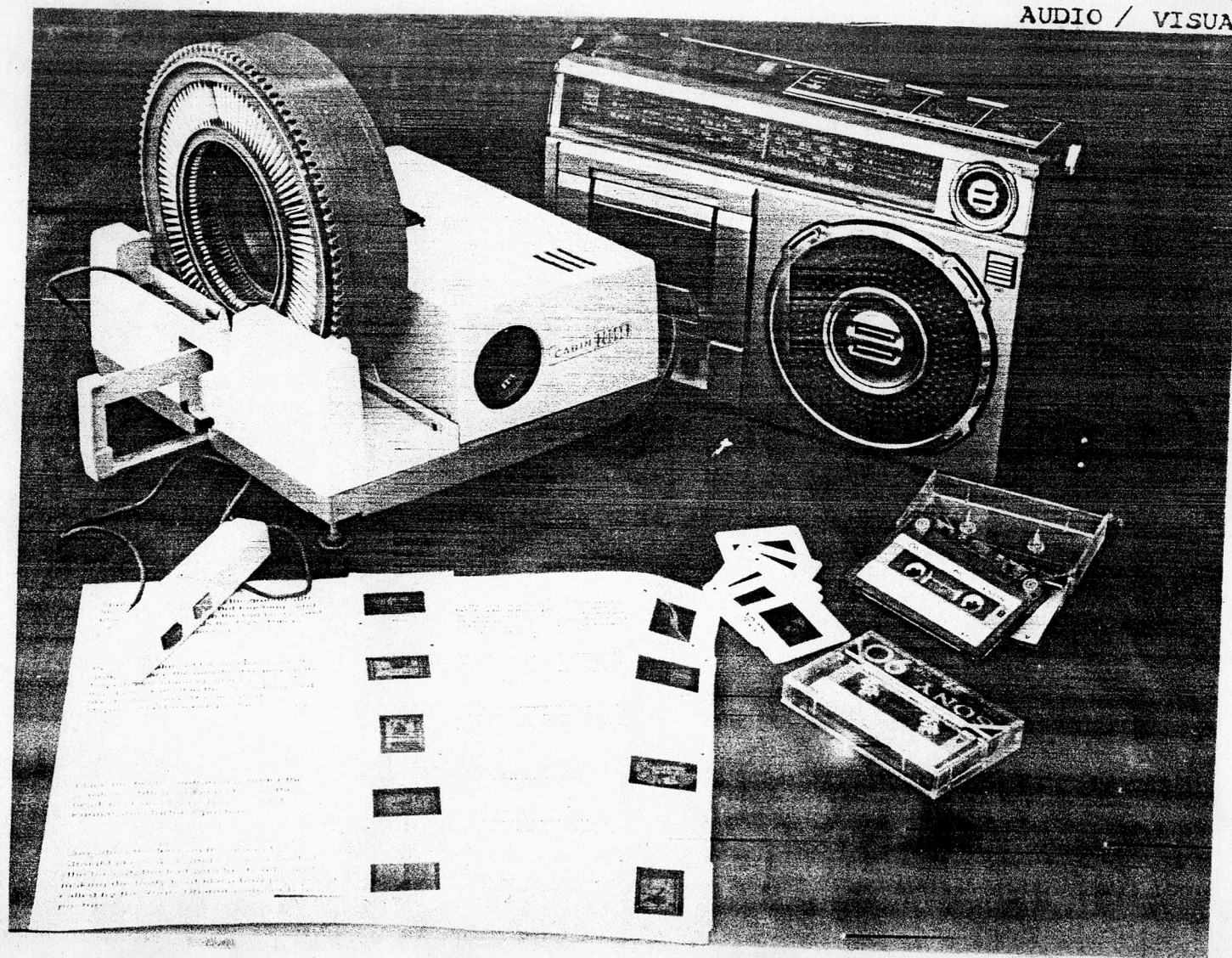
What is Audio/Visual

Audio/visual concepts is designed to be
heard (audio) and seen (visual) at the
same time. It can be adopted in modified
form by several slide projectors and
various film units, all co-ordinated and
operating simultaneously in accordance
with the patterns set by a digital
programmer.

* The need of Audio/Visual projected to be documented

The needs of documentation which is converted into
Audio/Visual is the basic need of auditor's physical
nature. Without the help of lecturer, auditor can
 control tape recorder and slides, with help of
the printed documentation.

This documentation will give a guide line to new lectures
in the same subject. Besides it also serves as a
reference text delivered in the previous lecture.

Basic Ingredients of Documentation

1) Introduction

ii) Abstracted text

iii) Selected key frames as visuals

iv) Key text such as student's name, Project details, Name of the Project, Name of the Guide etc.

The methodology of documentation means chronologically or stepwise slide flopping on the screen and listening then with audio tape, and accordingly printed on the paper as documentation. There are also facilities which transfer audio tapes on paper. Projecting slides according to the paper or combination of audio-visual according to grid format and printed paper is D.T.P. (Desk-Top-Publishing)

The Audio-Visual media (A/V) give their message to an audience through both the eyes and the ear and in most instances simultaneously. Therefore, it is one of the most effective way to convey information and/or put across ideas and also help them to learn more, retain better and to improve performance. Similary, Audio-Visual is widely available and adoptable to an amazing range of circumstances and situations.

Last year our assignmenment of Audio/Visual was Brain drain
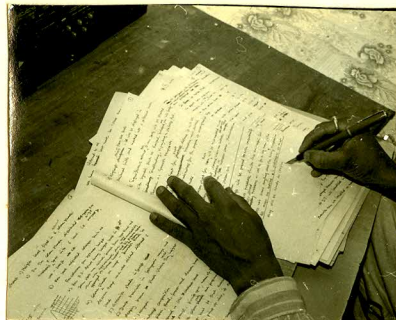which includes :-

<u>Column 'A'</u>

1. Insert cassettes
   of A/V.

2. Listening the tape

3. Rough Script

4. Abstract text
   (not in detail)
   per slide for
   D T P

Column 'B'

1. Photo Printing
   from negative of
   slide

2. Slide numbering
3. Prints which
   taken from slides
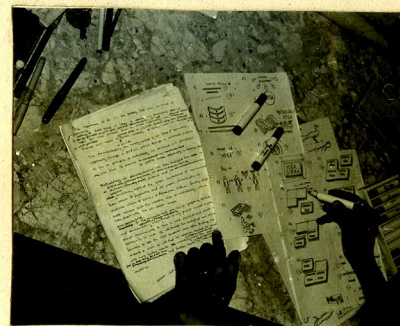   compositioning.
4. Print distribution
   according to
   projection number
5. Indication code
   alongwith text,
   numberwise.
6. Photo and text
   checking.

7. Audio and visual
   synchronisation
   chart.

8. Rough visual
   before final

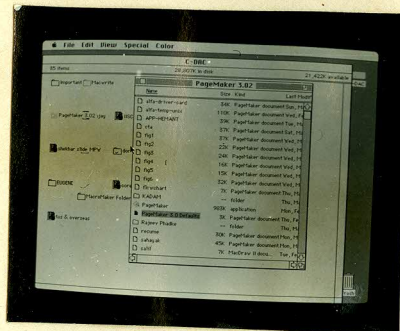
9. Final selected
   best photograph
   not much more,
   but related
   communicative with
   subject, to be
   scanned Mac Computer.
   (If necessary)
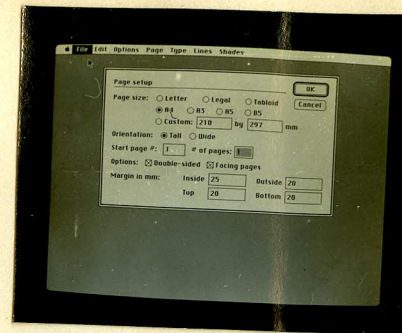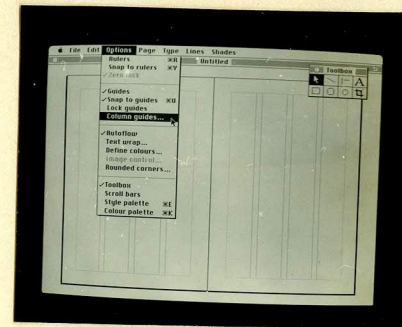
1. Abstract text to
Mac Computer
Cabin.

2. Opening page
maker file
verson No.3.0
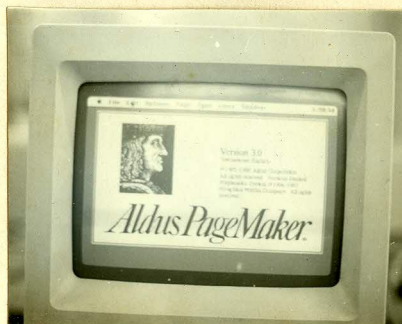
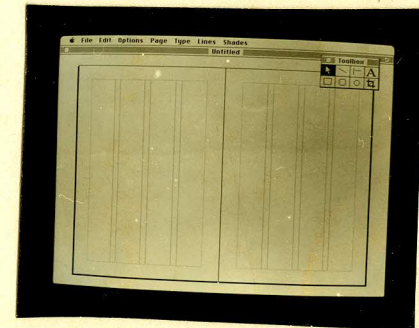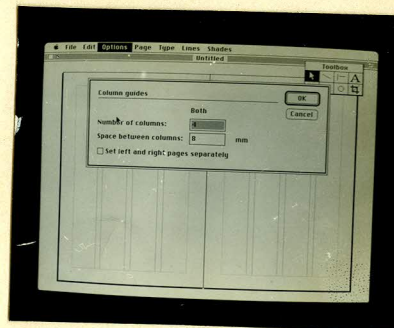3. Aldus page maker

4. Fixing the format
of A4 size paper

5. Fixing the format
of column.

6. Preparing text
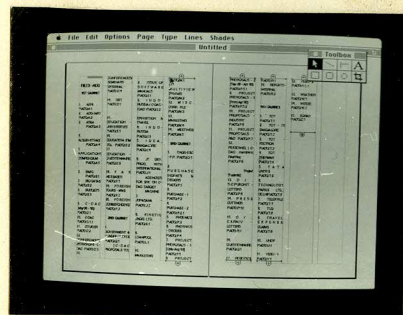
7. Text composition according to column
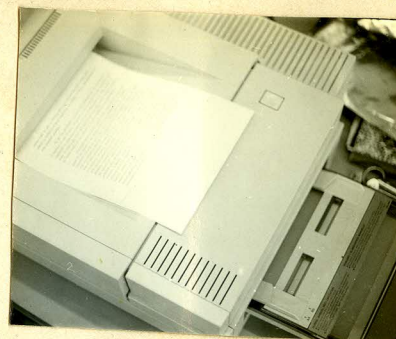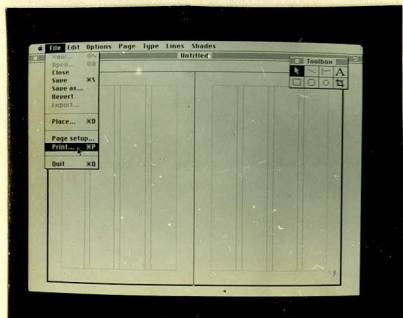
8. Print out after finished text and scanned photograph.

4th page   **1st page**

2nd page   **3rd page**
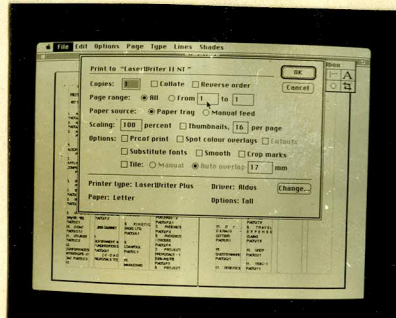
* The Combination of Column A & B IN MAC

1. Final decision of size of paper whether,
    A4, A2, A5 etc.

2. Selection of page i.e. 2,4,8,12 pages etc.

3. Fixation of columns and grid format.

4. Take a abstracted text which is prepared from
    M.S. word and adapted page-maker verson No.3.0
    according to refer of col. A No.4.

5. Take a scanned photograph from image studio which
    is taken selective photograph of col. B No.9

6. Text to be composed alongwith grid format but must
    related to photograph. Text and photo according to
    numberwise as Audio-Visual step by step.

7. Photograph can be adjusted by image control but not
    use elastically, bending, expanding, slanting etc.

8. Text can be prepared, with single type, selective
    bold letters which to say important something.

9. The final prepared design, to be printed on paper &
    use it in personal file. Not for student.

(For detailed method, see page no. 11)

* Extended Abstract
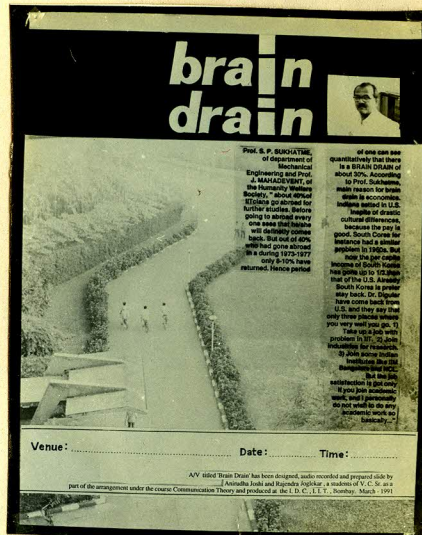
1. According to col. A No. 4 (Page No. 9) short text with major theme is to be prepared.

2. According to col. B No. 9, (Page No. 10) selected photograph of related subject are to be prepared both for No. 1 and No. 2 in composition with D T P and should be on single page, on one side, in A4 or A3 size.

3. The value of photograph should be high contrast, but not a halftone, by using a image control. It would be helpful to those documents which are xeroxed, so that auditors can get attracted by this extended abstract.

4. The extra underline and small space can be arranged including the letter of Date, Venue, place and speaker.

All over finished abstracted text, key frame, adapted key text, are to be affixed on the front page, besides the structural key text such as - Name of the control underwhich, slide lecture was planned, session, Name of the faculty member/student, brief bio-data.


brain drain

Prof. S. P. SUKHATME, of department of Mechanical Engineering and Prof. J. MAHADEVENT, of the Humanity Welfare Society, " about 40%of IITcians go abroad for further studies. Before going to abroad every one sees that he/she will definitely comes back. But out of 40% who had gone abroad in a during 1973-1977 only 5-10% have returned. Hence period

of one can see quantitatively that there is a BRAIN DRAIN of about 30%. According to Prof. Sukhatme, main reason for brain drain is economical. Indians setted in U.S. inspite of drastic cultural differences, because the pay is good. South Corea for instance had a similar problem in 1960s. But now the per capita income of South Korea has gone up to 123,then that of the U.S. Already South Korea is prefer stay back. Dr. Digular have come back from U.S. and they say that only three places where you very well you go. 1) Take up a job with problem in IIT, 2) Join Industries for research 3) Join some Indian Institutes like IISc etc. But the job satisfaction is got only if you join academic work, and I personally do not well to do any academic work so basically . . . .

Venue: .... Date: .... Time: ....

A/V titled 'Brain Drain' has been designed, audio recorded and prepared slide by
Aniradha Joshi and Rajendra Joglekar , students of V. C. Sc as a
part of the arrangement under the course Communication Theory and produced at the I. D. C., I. I. T., Bombay, March - 1991
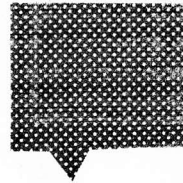
1. Doted line follow to dot to read **text** and photo.

A-2
B-7
A-18

2. The code No. of Photograph will be marked as serial no and projector no.
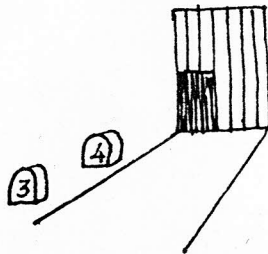
3. The unselected photograph will be marked as line work of diagram and will display on the paper not as a slide.

4. The mark of it will be adjusted besides the photograph with respective text.

5. The cover page will be composed as key text, alongwith the name of the A/V.

6. Format of the abstracted text, will be composed left allignment or right allignment according to photograph composition on grid format.

* **The Importance of Audio-visual for presentation**
to be documentation.

The importance of A/V in D T P are greatly felt when
we think of presenting best service of ideas, or to
develop our personality. The methodology of
documentation which can be printed on paper with
help of D T P, are a still more powerful force in
visual, informating our personal record of work
portfolio.

SLIDE / LECTURE
SLIDE / LECTURE
SLIDE / LECTURE
SLIDE / LECTURE
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SLIDE / LECTURE
SLIDE / LECTURE
SLIDE / LECTURE
SLIDE / LECTURE
SLIDE / LECTURE
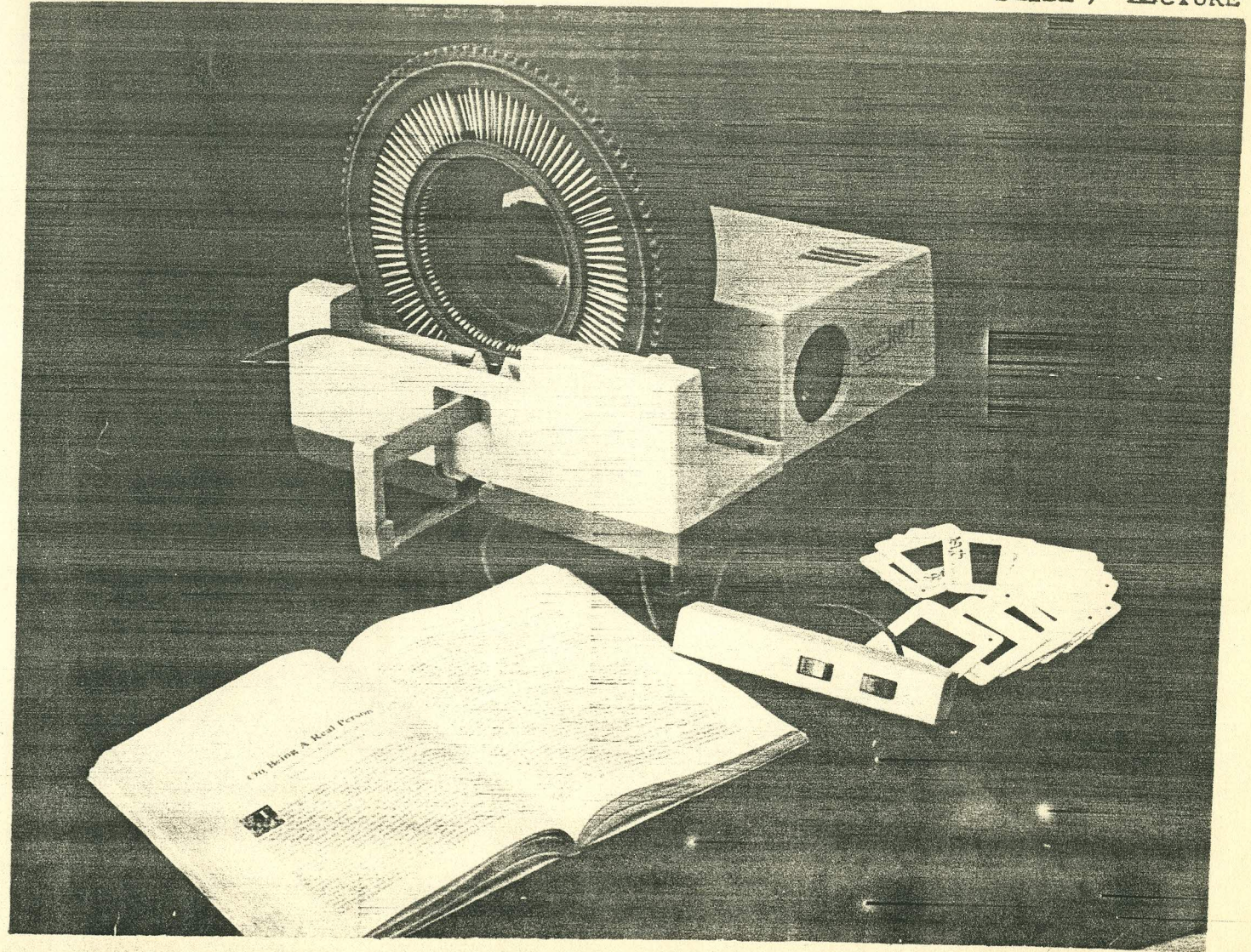
* What is Slide/Lecture

The slide/lecture is a similar to Audio/Visual but
Slide/Lecture concepts is to be listened lecturer's
speech or listening audio tape, at the same time, to
be seen through visual projector in absence of lecturer.

It can be adapted in modified form such as lecturer's
thought and various other slides which are choosed
by auditor, all co-ordinated and operated
simultaneously in accordance with the patterns set
by lecturer's control.

The needs of documentation which is referred from
slide/lecture is the basic need of lecturer's physical
nature, with the help of the printed documentation
lecturer can deliver speech along with slides for the
presentation. Later on if somebody invited to deliver
a lecture in his place in the same subject, then the
theme, that the lecturer had used 'before with these
slides, is known to newcomer. The underlaying principle
of all slide/Lecture is to tell how to deliver speech,
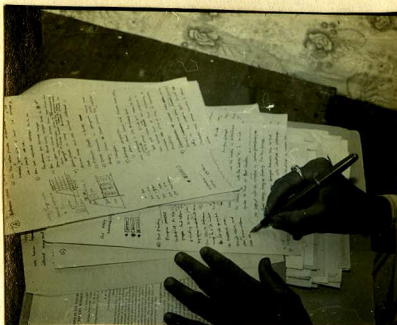with slides alongwith reference photographs.

* Basic Ingredients of Documentation

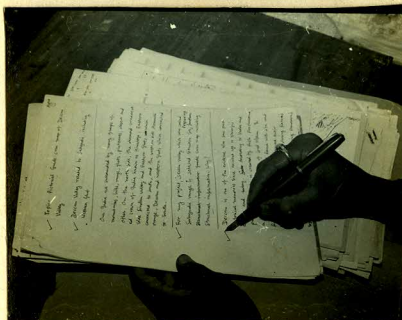A Slide/Lecture can be prepared in the
following approach -

    i) Introduction

    ii) Actual text

    iii) Selected key frames as visuals

    iv) Key text such as name of the control
       underwhich it is planned, session, name
       of the lecturer, brief bio-data of
       lecturer.

<u>Column 'A'</u>   <u>Column 'B'</u>

1. Prepare rough
   text.

1. Slide checking in
   sequence.

2. Text for final
   abstract which
   are actual but
   not short.

2. Recording.

3. Actual abstract
   to be prepared
   on D T P.
   (for the further
    method see page
    NO. 11)
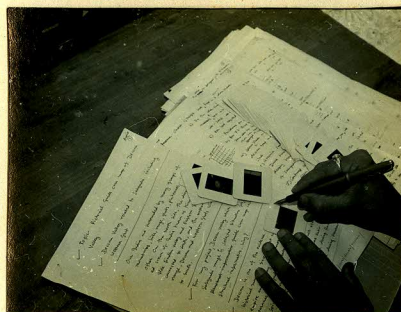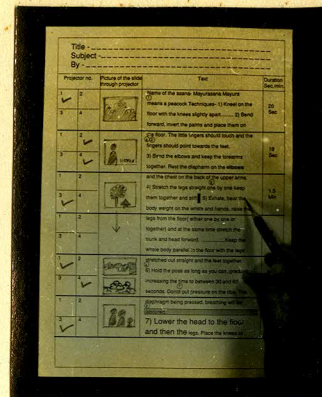
3. Time calculation
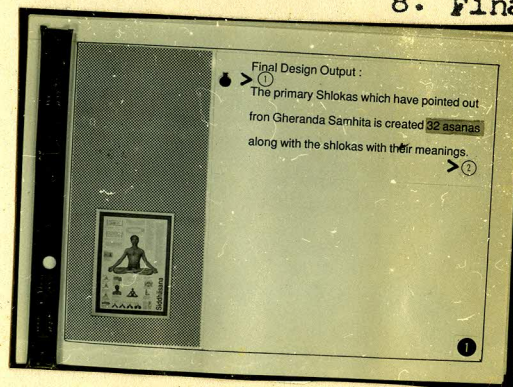   in recording.
4. Photo printing in
   slide size.

5. slide, photo with
   text.- time
   adjustment.
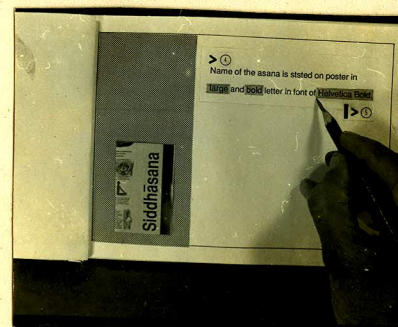

6. Final slide with
   print chronological
   numbering.

7. Rough layout for
   D T P

8. Final layout

9. Observation

1.   Final Decision of size of paper A4 size.

2.   Selection of page according to number of slides i.e. 1 slides per page.

3.   Fixation of column and grid format.

4.   Take a abstracted text (actual) which is prepared from M.S.Word and adapted page-maker verson No.3.0. The text will be composed keeping space in leading so that during presentation or listening audio tape, it will help for easy reading.

5.   Any coloured slides are illustrated as line work on paper beside the text when is related to slides.

6.   The Black and white slides can be printed on photo paper and pasted besides the text.

7.   The pasted area can be adjusted as shaded area using screen on D T P so that close ups photograph can perceive by the lecturer.

8.   Every page consist 1 slides with related text. It means that No. of the page corresponds to the No of slide.

9.   Last year my project II of Slide/Lecture Yoga was in visuals, for which I had used the same methodology.

     (For detailed method, see page no. 11)

and Jijabai. ▮

●

For the escape of

tween Kondhana

> ㉟

there was closer ●●●

Shahaji Raje ♡ ▮

(Hindavi swarajya)

●>● ♡

part relationship

Mogal the fort 〰

1. Pause marks

2. Light off

3. Shows the follows next of the slide to slide push on

4. The duration

5. Light on and pause (in case of explaining demonstration)

6. End.

7. Shade on the text increasing extra sound than ordinary voice of speech.

8. Music line.

The extended abstract of S/L will be composed as mentioned earlier page No.

The Importance of slide/Lecture for presentation to be documentation.

The documentation of slide/licture is mostly needed in fields of education i.e. communication theory, contemporary trends, history of arts etc, are concerned is a specialised one when its practice to deliver lecture continuously flow in audience field.

Methodology of documentations has been analysed here as project works, seminars, one-man show , art-design and society etc. Proper communicate to students, well wishers,selective audience, against basic background of communication from which it emanates and of proper classification of audience which it serves. A researcher, lecturer, faculty staff are more concern with the creative side of methodology, which has been dealt with at great length.

* ACKNOWLEDGEMENTS

It is great pleasure in acknowledging my indebtedness to my guide Prof. R.K.Joshi for his inspiring guidence without which, I could not have been completed this

My sincere thanks to Dr. A.C.Desai, botanist, Pune for special suggections and corrections in English text, Mr. Milind Joglekar for typing and all my colleagues of I D C and others who have helped me in this work.

The co-operation extended by Mr. M.B.Joshi and Mr. Upadhyaya of I D C Library needs special mention.

* BIBLIOGRAPHY

Name of the book/Topic   Author

1. Scripting for Video and audiovisual   Dwight V. Swain
   media

2. Creating Slide Presentations -   John R. Podracky
   A Basic Guide