

Tips for creating lecture slides for recording

1. Keep your lecture under 15 minutes

[Research](#) suggests that **6 minutes** is the optimal length for instructional videos. [Another study](#) shows that most learners won't watch video training for more than 15 minutes. So keep your video under **15 minutes**. If you have more content to cover, create another recording.

2. Write a script

We strongly recommend that you write a script before you record your lecture. Writing a script might sound daunting but it saves you time even if it's brief. Unscripted recording is painful to watch and hard to edit.

If you are unsure how much to write per slide, the average natural speaking rate for E-learning narration is approximately **150 words per minute**.

3. Write only keywords on the slides

I was once told by a faculty member that when presenting at a conference, it is conventional to write everything that you are going to say on the slide. She said it is because people multitask at a conference and don't always pay full attention to your presentation. This is not how online learners learn.

If you are going to read exactly what is written on the slide, there is no point for you to narrate it. Slides should complement your narration, not substitute. If you have trouble simplifying your slides, I recommend that you write a script for the slide first, then highlight what's important. Then put what you highlighted on the slide.

See also: [Effective educational videos by Vanderbilt University Center for Teaching](#)

Questions?

Contact us at SONHUB@UCSF.EDU

Every effort will be made to respond within 1 business day.