* Active Listening – A communication technique that takes place when the listener restates or paraphrases what they have heard in their own words
* Adjusting Track Levels – Increasing or decreasing the volume of individual tracks to ensure all tracks are audible and blend well together
* Audio Effects – Adjustments to audio clips used to change the original sound in order to reach the desired outcome
* B-roll – Supplemental or alternate film footage intercut with the main shot in a video production
* Back Light – A lighting effect where the light source is behind the subject, thus placing the subject between the light source and the viewer
* Background Audio – Music and/or sounds used together with a voiceover (usually at a lower volume) to add interest and depth to an audio production
* Close-up Shot − Shows a particular part of a subject with more detail, example: framing a subject from shoulders up
* Cloud Storage – Technology that allows a working document or project to be stored electronically and accessed by different parties
* Crane − The camera physically moves vertically (up or down)
* Crossfade – A gradual volume transition from one audio clip to another
* Depth of Field – The distance between the nearest and the furthest objects that give an image judged to be in focus in a camera
* Dolly − The camera physically moves toward or away from the subject to make it appear closer or further away
* Establishing Shot − Sets up a context for the scene by showing the relationship between the subject(s) and their environment
* Extreme Close-Up Shot − Shows a particular part of a subject with extreme detail
* Extreme Wide Shot − Used to show the subject and its environment from further back than a typical wide shot
* Fade – A gradual change of volume used to change between clips of audio
* Field of View – The area that is visible as seen through the camera
* Fill Light – A supplementary light used with the key light to soften shadows
* Firewire Cable – Method of transferring information between digital devices, especially audio and video equipment, also known as IEEE 1394
* Fish Eye Lens – An ultra wide-angle lens that produces strong visual distortion intended to create a wide panoramic or hemispherical image
* Focus − Adjusting the camera’s lens settings to make the footage of the subject clear and not blurry
* HDMI Cable – High-Definition Multimedia Interface (HDMI) is a compact audio/video interface for transmitting uncompressed digital data
* High Angle Shot − When camera location is above normal eye-level compared to the subject, makes the subject appear small, weak, inferior, or scared
* Iris − Adjust the camera’s lens settings to allow the appropriate amount of light into the camera
* Key Light – The main source of light in a photograph or film
* Loop – To repeat a particular section of audio
* Low Angle Shot − When camera location is below normal eye-level compared to the subject, makes the subject appear tall, powerful, dominating, or scary
* Macro Lens – A lens type for taking photographs unusually close to the subject
* Medium Shot − Shows a part of the subject with more detail while still giving an impression of the location or environment, example: framing a subject from waist up
* Natural Sound – Produced by natural sources in their normal environment
* Pan − Horizontally pivoting the camera left or right; physical location of the camera does not change
* RCA Cable – Sometimes called a phono connector or cinch connector, RCA is a type of electrical cable commonly used to carry audio and video signals, known for its distinct red, white, and yellow connectors
* Recorded Narration (Voiceover) – The voice of an unseen narrator speaking (as in a motion picture or television commercial)
* Redesign – Uses the provided feedback to make changes to the original project with the ultimate goal of meeting the client’s needs, could occur several times throughout the time span of a particular project
* Rule of Thirds − Mentally dividing the frame into thirds both horizontally and vertically (similar to a tic-tac-toe board)
* Take – A scene or sequence of continuously recorded visions and/or sounds
* Telephoto Lens – A lens with a longer focal length than standard lens, giving a narrow field of view and a magnified image
* Tilt − Vertically pivoting the camera up or down; physical location of the camera does not change
* Trim/Splice – Starting and stopping audio clips at a defined point in the recording
* Truck − The camera physically moves horizontally (left or right)
* Video Editing Software − Manipulates video footage and adds the desired effects to convey the intended message
* White Balance − Adjusting the camera’s color settings to match true white; results in all other colors becoming balanced
* Wide Shot − Shows subject and location or environment in its entirety, example: showing the entire building
* Zoom − Uses the mechanics of the camera’s lens to make the subject appear closer or further away; physical location of the camera does not change