

# Guidelines for Creating Clips

## Cutting Clips

- Clip length
  - Clips are limited to 4 minutes; no clip should be less than 15-20 seconds (we are not creating examples of grammar usage) – our focus is on the context of utterances;
  - Ideal clip length is around 2 minutes;
  - Scenes running longer than 4 minutes will need to be broken into separate clips, named with TITLE, part 1; TITLE, part 2...etc.
  - Very short scenes that are juxtaposed in such a way as to create meaning between the scenes should be cut as one clip;
- When looking at the elapsing time, remember that a second lasts a long time. For example, you hear the speech end and the scene ends and you look down at the timer and see 32:17. If you cut the clip at 32:17, the system will cut the clip at the *beginning* of that second, and if the speech ran into the second, it will be cut off. Therefore, be sure that you see the second marker change after the end of speech.
  - When cutting a scene, it might be worthwhile to catch a second of the previous scene and a second of the following scene to show that this particular scene is complete;
- In some cases you may want to overlap clips. Consider the following scenario: our first scene running 3 minutes is a wedding in a church, and this is followed by a wedding reception running 3 minutes. But, in addition, a popular love song is sung midway in the church scene to midway in the reception. In this scenario, you would cut three clips: the wedding, the reception, and the song.

## Tagging Clips

Clip titles:

- Make titles short and descriptive. Titles should reflect clip content, so that someone who knows the film and looks at the clip title would know which scene is contained in the clip;
- Do not use double quotes in titles; single quotes are fine.

Clip description:

- Provide 2-4 sentence description of what takes place in this clip, providing any context from the film as a whole. One need not summarize the entire film to the point of this clip, but some understanding of the situation depicted in the clip is helpful.

Vocabulary tags:

- This is a comma-delimited list of the dictionary form of vocabulary spoken in the clip. The most heavily used vocabulary in a language need not be tagged.

- You hear: "I am going to the store for some milk." "Whad-da-ya mean, ain't we got no milk." "No, I spilled it." "Ha-ha. Don't cry over spilt milk."
- You tag: go, to, store, for, some, milk, mean, ain't, got, milk, spill, cry over spilled milk"
  - "to, some, for" would be optional, i.e., some may choose to tag certain forms, others not.
  - Generally, all the nouns, verbs (other than helping verbs), and most adjectives and adverbs should be tagged
  - Do not tag proper nouns unless historically or culturally significant, e.g., tag "New York", don't tag "Oak Street"; tag "Lincoln", don't tag "John".
- **Be sure to separate your tags with English commas:** if the comma in your language is different (as is the case, for example, with Japanese), you must use an English comma.
- Unless the tag is a proper noun, do not capitalize your tags.
- The vocabulary tag list will be alphabetized each time you save your work.

#### Descriptive Tags:

- These tags are used to describe the content of the clip. This is a controlled vocabulary list, that is, you must use only the words listed below or names of languages.
  - If a language other than your language is spoken in the clip, please tag the clip for that language. For example, if French is used in an English film, we tag "French".
  - Tags fall into 4 areas: speech acts (functional language), linguistics, culture, and warnings about content (some high schools use the clip database and teachers they may get into trouble if they use clips that are not appropriate
  - Please see the last page of this handout for the list of approved tags; details on what, for example, the tag "agreement" means are available here by clicking on "Site Help" when on the LFLFC site.

#### Pedagogy Notes:

- This field may be used to identify anything about a clip that you feel is important for other instructors to know. This is where you might identify specific grammar, cultural content, or other items in the clip that you want to bring to the attention of colleagues. These notes are not available to students. The words you use are important, as the search engine will find those words when conducting searches.

#### Year portrayed:

- Type in a single year, using the year the film was made for anything contemporary. If this is an historical piece, then use the middle year of whatever range of years you can identify, e.g.,

a scene depicting life in the Soviet Union after the revolution but before WWII, but nothing further can be identified, would be assigned the year 1929 (midpoint 1917-1941).

The tags:

- Speech act tags:
  - acceptance, accusation, admiration, advice, agreement, apology, aspirations, betting, blessing, camaraderie, clarification, comparison, compliment, condescension, consolation, criticism, curse, condolence, confession, confirmation, defense, denial, description, directions, disagreement, disbelief, encouragement, endearment, enumeration, euphemism, evasion, flirtation, gratitude, greeting, instruction, insult, interrogation, interruption, interview, introduction, invitation, leave-taking, mockery, narration, negotiation, offer, opinion, p/a (public address), permission, persuasion, plans, promise, proposal, q/a, reassurance, reconciliation, refusal, regret, reminiscence, reproach, request, shame, socializing, suggestion, teasing, threat, toast, translation, warning, well-wishing
- Linguistic tags:
  - characteristics of language: antiquated, bookish, bureaucratic, dialect, female, honorifics, humor, hypothetical, idiom, irony, jargon, language play, male, metaphor, names, non-native, numbers, profanity, register, slang, titles
  - Other genre spoken: book, film, letter, newspaper, poetry, prayer, proverb, radio, riddle, song, television, theater
- Cultural Tags:
  - alcohol, animals, art, baby, body, camaraderie, chauvinism, children, class, cleaning, clothing, commerce, dating, death, disabilities, divorce, document, dreams, drinks, drugs, education, elderly, employment, exam, family, feminism, flowers, food, foreigners, friendship, funeral, games, gender, geography, gesture, gift, government, grooming, guest, health, history, holidays, home, law, literature, love, marriage, media, military, money, monologue, orientation, parents, performance, pets, photography, police, politics, poverty, pregnancy, professions, race, recreation, religion, rivalry, rural, scatology, science, sleeping, smoking, sports, superstition, technology, teenager, telephone, time, tourism, tradition, transportation, travel, war, weather, wedding
  - Flagging for controversial content: explicit, nudity, sex, violence
  - Places: home, office, rural, urban.
    - Please identify specific settings (a bank, a pool) in the clip description.
  - Filmic Tags (more forthcoming): music, narrator