

1951

The editing of a public relations film on adult education

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THE EDITING OF A PUBLIC RELATIONS FILM ON ADULT EDUCATION

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Thesis

THE EDITING OF A PUBLIC RELATIONS FILM ON ADULT EDUCATION

by

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I Introduction

The Boston Center for Adult Education, sponsor of the film, "Life at 5 Commonwealth Ave", approached Dr. Krasker with the problem of having it edited. The problem was assigned to me.

I proceeded to carefully inspect and prepare the original film for an initial preview. The motion picture consisted of about 1350 feet of original, color and black and white film which would take about fifty minutes to project at silent speed.

Mr. Marshall, of the center, was helpful in supplying data on the subject, at the preview.

My problem is to edit this film which is already produced. To do this intellegently, I did some studying and research in order to apply them in the cutting of the film. I received my information about adult education by interviewing the officials of the adult center, by reading the bookelts and other printed matter available and by personally visiting the adult center and many of the classes.

This research resulted in a wealth of information which was helpful in my editing of the film.

Purposes of this thesis

The purpose of this thesis is to edit the film, "Life at 5 Commonwealth Ave" in keeping with the purposes and plans of the Boston Center for Adult Education.

Limitations

It is not the purpose of this thesis to present an elementary course in motion picture editing.

This thesis does not propose to discuss the purposes of adult education, but rather accepts the purposes as presented in the charter of the Adult Education Center.

This film was produced in an unprofessional manner. It was not designed carefully. There was no original script to guide the production. Footage was added from time to time. The final product is the usual amateur production.

To save a film in the editing room is sometimes a difficult undertaking. The writer shall not attempt to produce a new film nor add extensively to the existing film.

The problem is to edit the film in the best possible way.

Plan of study

First, I shall note the exact content of the film.
I plan to criticise the existing film.

Second, I shall propose an alteration of this film,
giving reasons for these changes.

Third, a revised production script is included
from which the existing film shall be edited.

II Purposes of Adult Education

In order that the film properly represent the Boston Center for Adult Education, I made a study of the purposes and plans of the organization. This I did by holding personal conferences with the leaders of the Boston Center for Adult Education, as well as by reading the literature produced by the center. The best statement of the purposes of the center comes from their charter, which I quote:

1. The purposes of adult education are as follows:

To provide educational opportunities for adult men and women in order that they may develop their individual capacities in a congenial environment under able leadership and thus be enabled to contribute more effectively to the betterment of the social order, and in pursuit of that object,

- (a) To offer instruction in the arts and sciences;
- (b) To foster and promote the adult study of social and economic relationships;
- (c) To furnish advice and guidance to adults on problems of education;
- (d) To make the acquisition of knowledge and skill attractive to adults;
- (e) To erect, lease, or otherwise acquire suitable buildings and structures in which to conduct such educational activities, and to provide books, libraries, furniture, and other sup-



Our Story

BOSTON CENTER *for* ADULT EDUCATION
5 Commonwealth Avenue BOSTON 16, MASSACHUSETTS

Fig. 1

- plies for the same;
- (f) And generally to conduct an adult educational center so that the lives of adults may be enriched and their capacities enlarged.

To receive, hold, manage and disburse funds for the fulfillment of the said purposes and to do so and perform all things necessary or proper¹ for the accomplishment of those purposes.

Additional statements as to the purposes, methods, plans, and ideals of the center may be obtained from a pamphlet called "Our Story", which appears on the preceding page of this manuscript.

My research into the purposes, plans and methods of adult education indicated that it encompasses the following points:

1. Informal education
2. Inexpensive education
3. Education appealing to people of varied backgrounds and interests.
4. Education that is cultural as well as occupational.
5. Education eliminating the idea of credits.
6. Education making possible social benefits.
7. Teachers should be people that are capable of teaching informally instead of exclusively by the lecture method. Methods utilized include opportunities

¹ Taken from the charter on file at the Boston Center for Adult Education.

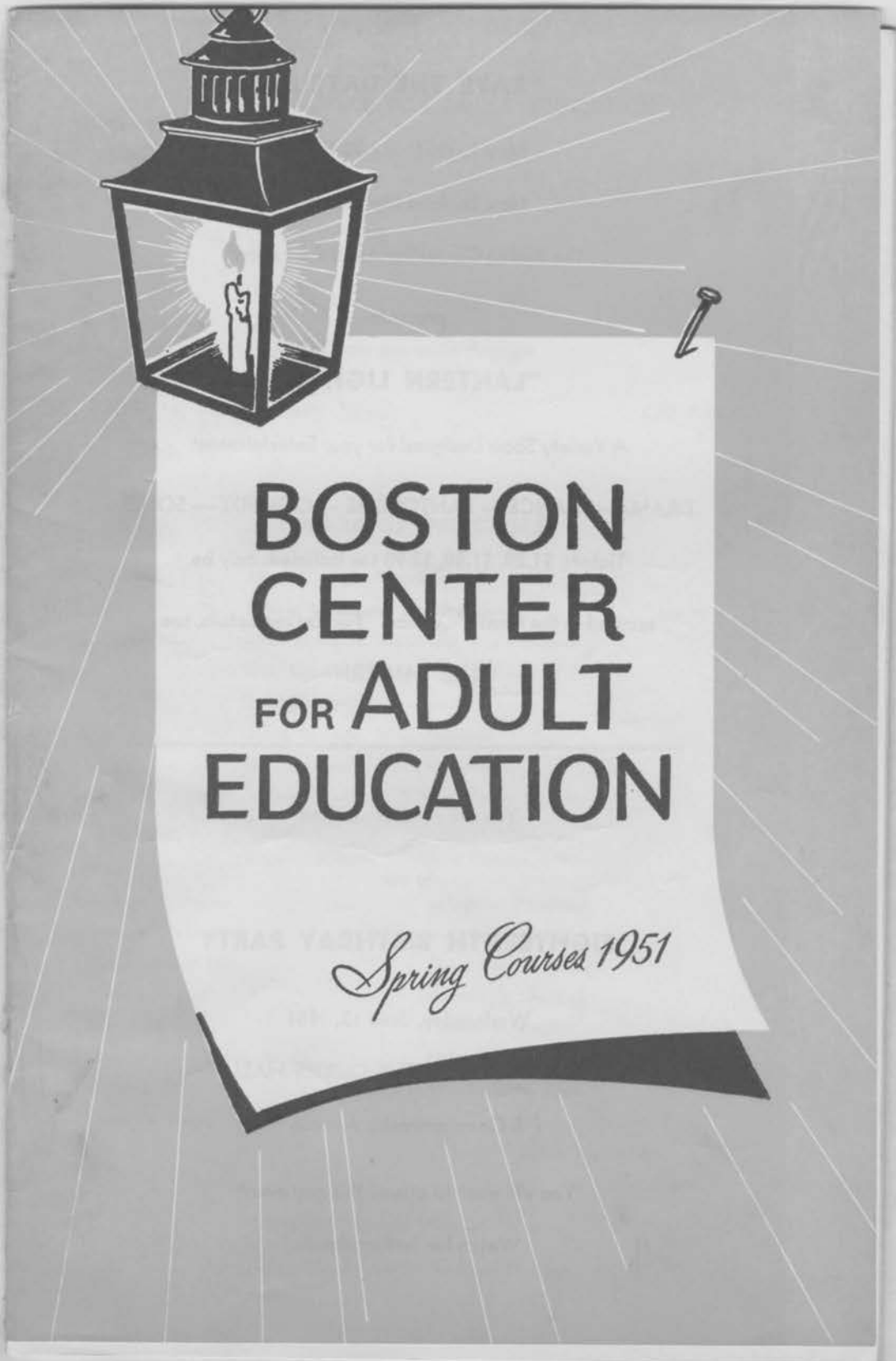


Fig. 2.

of learning by doing or seeing, more than by listening to lectures.

8. Instructors should be able to inspire the students to study further because of the interests they have found.

The courses offered serve a great variety of interests. There are courses in square dancing, theatre workshop, fingerpainting, etc. Many more examples may be found on page nine. The names of the courses are functionally stated; for example, a course in psychology is called "Exploring the Mature Mind."

III The motion picture as a public relations
medium for adult education

In Elliott's FILM AND EDUCATION, Glen Burch says:

Although the use of motion pictures for educational purposes in schools and colleges has been increasing steadily for more than two decades, it is only within the past few years that they have been used at all extensively as an integral part of the educational programs of adult groups. ³

Gibson speaks of the uses of films for wartime propaganda purposes.

The necessity for training millions of men in the intricate procedures of modern war gave the motion picture an opportunity to prove conclusively its ability to transmit thought rapidly and thoroughly. Films were used in enormous quantities for many purposes that parallel peacetime applications. Thus it is that the nontheatrical film faces a great new day. ⁴

In keeping with the true professional policy of public relations, the film, "Life at 5 Commonwealth Ave." is an attempt to dramatize the work of adult education and thereby increase the interest in the courses offered and the support of its program. Good public relations employs the medium it thinks

³ Elliott, FILM AND EDUCATION, p. 269.

⁴ Gibson, FILMS IN BUSINESS AND INDUSTRY, p. vii.

best to serve the purpose in mind. The adult education center has decided to edit this film as part of a campaign to acquaint the public with its work. The motion picture offers an opportunity for a dramatic presentation of the classes in action. The work of the school can be presented realistically to many audiences.

A brilliant white light coming from a screen in a darkened room has a psychological effect; it compels attention. The senses feel the magnetic pull of the motion picture because of the newness or freshness on the part of the audience, the aspect of the unexpected, the presence of the spirit of adventure and of a marked emotional outlet, the gaining of a rich experience and a feeling of achievement.

The average person who turns to a magazine, newspaper, pamphlet, book, news letter or radio broadcast for the communication of ideas, accepts the motion picture as another tool. It is easier to approach the mind through the combined avenues of sight and sound than through either avenue alone. The sound motion picture accomplishes this two-avenue approach.

During World War II, all personnel of our armed forces were required to see a series of motion pictures. These pictures were appropriately called the "Why We Fight Series." Each of these films did a public relations job for the allied cause. There were seven of these films, each having to do with a different area of knowledge to be explained. The films pointed out the various reasons why we were then engaged in that war. The pictures also pointed out the barbarous methods of the enemy and highlighted the heroic virtues of our allies.

The value of this type of documentary and public relations film has been stated in a study that was made on experiments on mass communications.⁵

At the conclusion of the European struggle, the armed forces began to show its personnel another documentary film entitled, "Two Down and One to Go," explaining the defeat of the European Axis Powers, and depicting the remaining job against Japan.

Edgar Dale says, "The motion picture can reach a mass audience at a low cost per person...builds a common denominator of experience."⁶

⁵ Howland, Lumsdaine, and Sheffield, EXPERIMENTS ON MASS COMMUNICATION.

⁶ Dale, AUDIO-VISUAL METHODS IN TEACHING, p. 118.

The results of wartime military experiments show that sound motion pictures form the most potent communications medium for the transmission of thought since the invention of the printing press. Pictorialization frequently succeeds when words fail.

IV List of Film Scenes

Now that we have related the film to the aims and purposes which it is to represent, we may proceed with the task of editing the film. For the sake of clarity, I am using the well-established abbreviations which describe the contents of the film. A key to these abbreviations may be found on the following page.

Section IV composes an exact record of the content of the film as I first found it.

KEY TO ABBREVIATIONS

L.S.	Long pan shot
L.M.S.	Long medium shot
M.S.	Medium shot
C.M.S.	Close medium shot
C.U.	Close up
E.C.U.	Extreme close up
C.I.	Cut in
E.C.I.	Extreme cut in
F.F.S.	Full figure shot

LIST OF SCENES

Sequence # 1

- Shot 1. MS People walking indoors, upstairs
- 2. MS People coming out
- 3. MS Repeat
- 4. MS Upstairs

Title # 1. BOSTON CENTER FOR ADULT EDUCATION
(superimposed on previous scenes and lanterns)

dissolve to

Title # 2. PRESENTS

dissolve to

Title # 3. LIFE AT 5 COMMONWEALTH AVENUE

dissolve to

Title # 4. PHOTO ASSISTANTS

- D. HEWITT
- L. SPECTOR
- D. KENNEDY

Title # 5. EDITING AND SPECIAL EFFECTS

Title # 6. PHOTOGRAPHY BY GLASKER

fade to

Title # 7. THE WINTER TERM BEGINS WITH SENDING OUT
THE BOOKLET

dissolve to

Sequence # 2

- Shot 1. CU Booklet
2. CU Booklet on table
3. CU Pan to stack of booklets on table
4. MS People mailing booklet
Pan across table
5. CU People's faces
6. CI Attaching labels
7. CI Adhering stamps
8. CI Tying the booklets in small packages
9. CI Wrapping booklets in small packages
(panned)
10. CI Attaching stamps
11. CU Pan to individual stacking packages
12. CU Mail bag
13. CU Pan of dropping in packages
14. ECU Hand closing mail bag
15. MS Mail bags stacked
16. CU Mail bag dropped out of frame

Title # 8. BOOKLETS RECEIVED--ENROLLMENT BEGINS
(superimposed on booklets)

center wipe

Sequence # 3

- Shot 1. CI Handwriting on card
2. MS People around table writing
(panned)
3. MS People sitting
4. MS Man writing at desk
5. ECU Hand of woman--writing
6. ECU Hand of man--writing
7. ECU Hand of man--writing (different angle)
8. CU Woman handing money to registrar
9. ECU Registrar's hand receiving money
10. CU Registrar hands back change and
application

Title # 9. THE STAFF PUTS ON EXTRA STEAM

Sequence #4

- Shot 1. CU Registrar working
2. MS Two girls working at desk
3. MS People standing in line
4. ECU Christmas cards (panned left)

Title # 10. XMAS CARDS ARE SOLD

Sequence # 5

- Shot 1. LS People in hall
2. LS Card stand in lobby (panned down and right)
3. MS Man looking at cards
4. CU Man's hands select cards
5. MS Two women at card stand
6. CU Women select cards
7. ECU Girl's hands wrap cards and take cash

Title # 11. AND COURSES GO ON

Sequence # 6

- Shot 1. MS Woman enters doorway
2. MS Student at desk
3. CI Hand with pencil on open book
4. MS Associate director going up stairs

Title # 12. MODERN DANCE IS READY

Sequence # 7

- Shot 1. MS Associate director checks attendance
2. Spiral wipe

Sequence # 8

- Shot 1. MLS Modern dance class moving toward camera
(centered on one girl)
2. MS Same girl repeating action from another
angle
3. MS Dance class
4. MS Side view dance class
5. CMS Girl in dance class
6. FFS Routine by girl
7. MS Two girls in dance class
8. MCU Girl in dance class
9. MS Two girls
10. MS Instructor routine
11. MS Two girls
12. MS Instructor demonstrates

fade to

Title # 13. CONVERSATIONAL ENGLISH

Sequence # 9

- Shot 1. MS Hallway, people entering classroom
others going down stairs

fade to

2. MS Class
3. CU Instructor
4. ECU Instructor
5. MS Pan of class
6. CU Female student
7. CU Male student
8. CU Male student
9. CU Female student
10. CU Female student
11. CU Female student
12. MS Pan of class

fade out

Title # 14. MUSIC HOLDS PLACE OF IMPORTANCE AT THE CENTER

Sequence #10

- Shot 1. MS Group at table
2. CU Student and instructor at the piano
3. MS Student and instructor at the piano
4. ECU Hands of student on keyboard
5. ECU Hand of instructor on music

6. MS Group at table

wipe to

Sequence # 11

- Shot # 1. MS Two people playing claronets
2. CU Two people playing claronets
3. MCU Pan around music class; students at work
4. CU Student playing instrument
5. MS Pan around room
6. CU Two people consulting
7. MS Pan of students playing
8. CU Student playing
9. MS Another student playing instrument
- fade

TITLE # 15 THE MOORS ROOM NOW SERVES AS THE SETTING FOR
"WHAT MY NEIGHBOR BELIEVES"

Sequence # 12

- Shot # 1. MS Group at table writing (camera pans briefly)
2. MS Discussion with clergyman
3. CU Clergyman
4. MS Same table with group

5. ECU Woman's head
6. MS Group
7. CU Head
8. LS Man at desk

TITLE # 16 MIDST THE BURNERS AND BOILERS

wipe to

TITLE # 17 POTTERY

Sequence # 13

- Shot # 1. MS Table with pottery
2. MS Group at pottery table
 3. MCU One man working with pottery
 4. CU Hands
 5. MS Man working with pottery
 6. ECU Pottery
 7. MS Pan of class

fade to

TITLE # 18 RADIO TINKERING

Sequence # 14

- Shot # 1. MS Radio class
2. MCU Man fixing radio
 3. MS Radio class

4. CU Man fixing radio

5. LS Group at table

fade to

TITLE # 19 AND UPHOLSTERY TAKES PLACE

Sequence # 15

Shot # 1. LS Class fixing chairs

2. MS Class fixing chairs

3. CU Hands working on chairs

4. ECU Hands stitching

5. ECU Hands stitching

6. MS General group working

7. CU Fixing chairs

8. MS Fixing chairs

9. CU Working on springs

10. LS General class

fade to

TITLE # 20 DECEMBER 25TH AND IT'S

Sequence " 17

Shot # 1. CU Woman raises glass in toast

TITLE # 21 XMAS AT THE CENTER

Sequence # 17

- Shot # 1. MS Table
2. MS Table (another view)
3. CU Passing out goodies
4. LS Hall with people (high angle)
5. LS Group of children

TITLE # 22 XMAS WITH A SCOTCH ACCENT

- Sequence # 1. MS Bag pipe players
2. MS Feet
3. MS Bag pipe players
4. MS Children dancing Scotch reel
5. MS Children doing Scotch dance
6. MS Woman playing bagpipe
7. MS Children dancing
8. MS Children dancing
9. CU Dancers' feet
10. MS Man playing bagpipe
11. MS Children dancing
12. MS Children dancing
13. LS Children finish dance and take bow
14. LS Scotch group leave scene

TITLE # 23 AND IRISH JIG

Sequence # 19

- Shot # 1. MS Girls dancing
- 2. MS Feet of dancers
- 3. LS Dancing girls
- 4. LS Girls dancing
- 5. CU Dancer's feet
- 6. MS Girls dancing
- 7. MS Dancers' feet
- 8. MS Audience applauding

TITLE # 24 CAROL SINGERS

Sequence # 20

- Shot # 1. MS Singers
- 2. MS Singers (different angle)
- 3. MS Singers (Same as first shot)
- 4. MS Leader and group (top view)
- 5. MS Pan of audience
diamond wipe

Sequence # 21

- Shot # 1. MS Pan of children singing
- 2. MS Children singing showing backs of
heads
- 3. CU Little boy singing
circle wipe out

TITLE # 25 A HANUKKAH SERVICE IS INCLUDED

- Shot # 1. CU Six pointed star
2. MS Man at star draped table with candles
3. CMS Man at star draped table speaking
4. MS Another man at same table
5. MCU Same
6. MS Man singing at piano
7. MCU Man playing piano
8. MCU Man singing
9. MLS Man singing at piano
10. LS People in hall

exposure fadeout (red)

TITLE # 26 NEW YEARS FOLLOWS AND IT'S

TITLE # 27 OPEN HOUSE

Sequence # 23

- Shot # 1. MCU Man signing book
2. MS Lady filling punch cups
3. CU Lady's hands filling punch cups
(reverse angle)
4. MS People looking at exhibits
5. MS People looking at other exhibits

6. MS Woman with paintings in background
7. MS Men looking at mounted sketches
8. CU Back of man's head
9. CU Same (another angle)
(woman crosses frame)

POSTER TITLE # 23 DRAWING AND PAINTING (names listed)

Sequence # 24

- Shot # 1. MS Board with art work
 2. CU Drawing of man
 3. CU Drawing of woman
 4. MCU Board with four drawings
 5. CU Portrait of woman
 6. CU Portrait of man
 7. CU Portrait of man
- teeth type wipe

Sequence # 25

- Shot # 1. MCU Two pairs of hands at work sketching
2. CU Hands sketching
3. CU Pan from sketch to model
4. CU Hand at drawing board
5. MCU Pan of class
6. MS Instructor with student
7. CU Instructor

- 8. CU Student
- 9. MS Pan of class and instructor at
work
teeth type wipe

Sequence # 26

- Shot # 1. LS Wood statue with sign

TITLE # 29

- Shot # 2. MCU (sign) WOODCARVING THOMAS H. GRAY

- 3. CU Woodcarvings
fade to

- Shot # 4. MS Students in class
- 5. CU Male student working
- 6. CU Female student working
- 7. CU Male student working
- 8. CI Hands of man working
- 9. CI Hands of another man working
- 10. CU Woman
- 11. CI Hands of woman at work
- 12. CU Woman
- 13. MS Class
fade to

Sequence # 27

- Shot # 1. MS Board with many pictures

camera pans to picture boards and
pictures mounted on wall

2. MS Picture on wall
3. CU Picture of mountains with sheep
and shepherd
4. CU Picture of country scene--summer
5. CU Picture of country scene--winter
6. CU Picture of waterfalls
7. CU Picture of clouds
8. CU Picture of waterfront scene
9. CU Two other pictures
10. CU Still two other pictures
spiral wipe

Sequence # 29

- Shot # 1. CU Pan from desk to hands sketching
to man's head
2. MS Art instructor and students
 3. MCU Instructor with student
 4. MS Pan of class members and stops at one
 5. CI Hands sketching
 6. ECI Pencil guided by fingers over paper
 7. MCU Female student at work
 8. MCU Same--reverse angle

9. CU Student's hand at work
10. ECU Same
11. MS People in class
exposure fade

Sequence # 30

- Shot # 1. CU Poster of dancing
2. ECU One part of poster
3. MS Couples dancing
shot is panned badly--while instructor
goes in and out of frame
4. MCU Feet of couple dancing
5. MCU Feet of other couples go in and out of
frame (panned)
6. MS Three couples dancing
7. MCU Feet of a couple
8. MS Couples dancing--emphasizing one
in front (Note: screen direction reversed)
9. MCU Same
10. MS Same
11. MS Another couple
12. CU Feet of dancers
13. MS Same couple dancing

14. CU Feet (not centered)
15. MCU Three-quarter view of couple (panned)
16. MLS Dance floor shot (screen direction reversed)
17. MS Another couple dancing
18. CU Feet of different couple
19. MS Three-quarter figure of couple dancing
20. MCU Still another couple dancing
21. MS Couples dancing
22. CU Feet of another couple
23. MS Couple dancing
24. MS Shot into mirror of couples dancing

Sequence # 31

Shot # 1. MS Table with jewelry displayed

TITLE # 31

- Shot # 2. CU SIGN HANDWROUGHT JEWELRY
3. CU Silver bracelet
4. CU Piece of jewelry
5. CU Another piece of jewelry
diamond wipe

Sequence # 31

- Shot # 1. MS Woman working at table
 2. MCU Three Women
 3. ECU Piece of work
 4. CU Hands at work
 5. CI Another scene
 6. MCU Woman working at bench
 7. CU Another woman working at bench
 8. CI Fingers at work
 9. CI Another view of same shot--hands
 pick up ring and pans to face of worker
 10. MCU Woman working
 spiral wipe out

TITLE # 31 BACK OF ALL THIS IS "THE BOARD"
 spiral wipe in

Sequence # 32

- Shot # 1. MS Pan of board
 2. MCU Woman on board speaking
 3. CU Same
 4. MS Secretary at board meeting
 5. CU Same
 6. MCU Three members at board meeting
 (woman knitting)

7. CI Knitting
8. CU Man on board
9. CU Woman who was knitting
10. CU Man
11. MCU Mr. Sam Gould and board--camera
pans to board members at left
12. CU Mr. Gould
13. MS Three other board members at
separate table
14. CU Woman
15. CU Man
16. CU Another
17. MS Three members of board at separate
table
18. MCU Two other members of board at
table
19. MS Other members of board
20. MS Same scene at another angle
fade out

TITLE # 32 WINTER PASSES, AND IN THE SPRING...

TITLE # 33 LANTERN LIGHTS

(superimposed on lanterns and then lanterns)

fade out

- 6. CU Girl
- 7. CU Another girl
figure wipes across frame

Sequence # 35

- Shot # 1. MLS Girls dancing on stage
- 2. MS Woman at piano side view
- 3. MS Back view of woman playing piano
- 4. CMS Angle view showing face of woman
at piano
- 5. CU Side view of woman's face at
piano
- 6. CMS Repeat of previous CMS
- 7. CI Hands at keyboard
- 8. MLS Rear angle--girl playing piano
curtain closes

Sequence # 36

- Shot # 1. MLS Woman on stage in costume (play)
- 2. MS Same
- 3. MS Cuts to man on stage with woman--
pan to man
- 4. CU Man
- 5. MLS Cuts to two other people on stage
with original woman

6. CU Another woman
7. CU Man--pan to original woman
8. LMS Two women
9. MS Two women

Sequence # 37

- Shot # 1. MS Man and woman on stage in costume
2. MS Man walks across with woman
3. CU Man
4. CU Another woman
5. LMS Stage with four actors
teeth wipe

Sequence # 38

- Shot # 1. MS Two girls and man dancing
2. MS Same--another angle
3. MCU Feet of dancers
diamond wipe

Sequence # 39

- Shot # 1. LS Group singing--pan to MS of leader
2. MS Group
3. CU Men in group
4. MCU Leader
5. CU Pan of group

6. CU Same
 7. CU Same
 8. CU Women
 9. MS Group
 10. MS Pan of group
 11. MS Leader and group
- curtain closes

Sequence # 40

- Shot # 1. MS Full figure shot of girl on couch
3. CU Girl
 3. MS Original girl and another who walks out of frame
 4. MS Maid
 5. MCU Pan of maid in action
 6. MS Original girl sitting on floor
- curtain closes

Sequence # 41

- Shot # 1. MS Ballroom dancers
2. MCU Same
 3. CU Girl dancers
 4. CU Faces of couples
 5. MS Couple dancing

TITLE # 35 OF THINKING

Sequence # 42

- Shot # 1. MCU Man at desk--instructor
 2. CU Man's face
 3. MS Group with instructor
 4. MS Pan of group to right
 5. MS Pan of group to left and right
 across the frame wipe

Sequence # 43

- Shot # 1. MCU Circle pen of another group
 2. CU Women
 3. CU Instructor
 4. CI Handwriting
 5. CU Woman writing--pen to another student
 6. CU Instructor

TITLE # 36 CREATING

Sequence # 44

- Shot # 1. CU Hands taking apart plaster mold
 2. CU Hands removing clay from plaster
 3. CU Same--another angle
 4. CU Inside of plaster mold displayed

TITLE # 37 DISCOVERING

Sequence # 45

- Shot # 1. LS Through doorway to classroom
- 2. MS Instructor demonstrates
- 3. CU Demonstration
- 4. CU Another demonstration
- 5. CU Repeat
- 6. MCU Pan members of class
- 7. CU Instructor
- 8. CU Student
- 9. CU Another student
- 10. CU Different Student
- 11. CU Other student
- 12. LS Through doorway to classroom
exposure fadeout

Sequence # 46

- Shot # 1. CU Instructor lecturing--panned to mem-
bers of class
- 2. ECU Instructor
- 3. CI Hand pointing in book
- 4. LS Through doorway of classroom
spiral wipe

Sequence # 47

- Shot # 1. MCU Handwriting on blackboard
2. CI Man's hand writing on blackboard
3. ECU Man's face
4. MS Two people at table

TITLE # 38 TO PROVIDE THE ENVIRONMENT IN WHICH ADULTS
(dissolve to)

TITLE # 39 MAY TAKE PART IN THE MOST
(dissolve to)

TITLE # 40 EXCITING ADVENTURES THERE ARE

TITLE # 41 OF THINKING

TITLE # 42 CREATING

TITLE # 43 DISCOVERING

TITLE # 44 IS THE MAIN AIM OF THE
wipe down

TITLE # 45 BOSTON CENTER FOR ADULT EDUCATION
(title superimposed on lantern)

TITLE # 46 THE END

V Critical Analysis of the Original Film

Technical Proficiency

Lighting is not consistent. Some parts of the film are dull and indistinct, while other parts are brightly illuminated.

Photography is monotonous and proceeds at an uninspired pace. Many scenes are not in sharp focus and the film itself is jerky. Photographic cliches and too many stock shots do not help to realize the flexibility of the medium. There appears to be little consistency in rendition of color. Titles are omitted in various places.

Because of the above flaws, and because the film contains much unrelated material, it is far too long and dragged out. The matter presented does not create the illusion of reality.

The most important part of a motion picture is pre-planning, little of which is evident in the film under discussion. A complete and detailed script should be used, but such a script should have enough flexibility to allow for minor changes. Had some careful planning been employed, many of the flaws in this film, which have been pointed out above, could have been

avoided. Camera stops and starts would have been cut out, and the indiscriminate use of wipes, which detracts from the production, would not have appeared. Forethought would have indicated that the production be made at sound speed, in the event that sound might be added at a later date.

VI The Recommended Alteration of the Film Scenes

The original film displays little or no evidence of editing. The writer will attempt to show, in this chapter, how the film could be altered to achieve pace and emphasis in the film story.

The pace of the film is extremely monotonous. By dynamic cutting, a greater illusion of motion could be achieved. For example, in the treatment of the sequence; "Xmas with a Scotch Accent", the shots are as long and slowly paced as the other parts of the film. In order for this sequence to achieve the tempo of the dance, the scenes should be cut progressively shorter to convey the tension of the dance to the viewer. Equal time and treatment of sequences should be varied and the unwise utilization of effects should be minimized. It is a far more common fault for a film to drag than to move too briskly.

The length of the film should be limited; the message will still be maintained by the resulting improvement of both the quality and impact of the film. The omission of mechanical errors and repetitious material will not detract from the content. It would be well to scrupulously observe the rule, "one illustration is as good as

fifty," as well as to maintain a ten to one ratio of classes to entertainment workings of the subject.

Mr. Spottiswoode, in *FILM AND ITS TECHNIQUES*, says:

In cutting, it is very much easier to describe what is bad than to define what is good. This is because cutting is a matter of artistic perception, and with each film it is necessary to make different judgments."²

It would be advisable to retain the best shots and reshoot this film with a new script. But, since this procedure is not financially possible, the utilization of the bulk of material now on hand becomes necessary.

KEY TO ABBREVIATIONS

The abbreviations used are identical with those already explained in an earlier portion of this paper, with two additions:

- P. C. PICTORIAL CONTINUITY
 by Gaskill and Englander
- O. I. One illustration is as
 good as fifty rule.

The accompanying script will list the film scenes on the left side of the page and the recommendations for corrections and additions on the right where necessary.

Sequences will be set apart in order to facilitate adequate comment for each sequence as a whole.

Scene DescriptionRecommendations

MS People walking indoors,
upstairs

MS People coming out

MS Repeat

MS Upstairs.

P.C. chapters 1 and 10

TITLES

BOSTON CENTER FOR ADULT
EDUCATION
(superimposed on previous
scenes and lanterns)

dissolve to

PHOTO ASSISTANTS
L. SPECTOR
D. HEWITT
D. KENNEDY

EDITING AND SPECIAL EFFECTS
U. ROSENBERG
L. GLASKER

PHOTOGRAPHY
GLASKER

fade to

Titles are good, but
the photographing of
beginning titles on a
roller would have been
more economical and
saved valuable screen
time.

TITLE

THE WINTER TERM BEGINS WITH
SENDING OUT THE BOOKLET

dissolve to

CU	Booklet	
CU	Booklet on table	
CU	Pan to stack of booklets on table	
MS	People mailing booklets (panned across table)	P.C. chapters 4 and 8. O.I. rule
CU	People's faces	Action is repeated
CI	Attaching labels	and drawn out.
CI	Adhering stamps	Dynamic cutting should
CI	Tying the booklets in small packages	be utilized to extreme
CI	Wrapping the booklets in small packages (panned)	in this sequence.
CI	Attaching stamps	
CU	Pan to individual stacking packages	
CU	Mail bag	
CU	Pan of dropping in packages	
ECU	Hand closing mail bag	
MS	Mail bags stacked	
CU	Mail bag dragged out of frame	

TITLE

BOOKLETS RECEIVED - ENROLLMENT
BEGINS
(superimposed on booklet)

center wipe

CI	Hand writing on card	Establishing shot
MS	People around table (panned)	absent.
MS	People sitting	P.C. chapters 4 and 8.
MS	Man writing at desk	O.I. rule
ECU	Hand of woman writing	Jump action
ECU	Hand of man writing	Reestablishing shot
ECU	Hand of man writing (new angle)	absent.
CU	Woman handing money to registrar	
ECU	Registrar hands back change and application	

TITLE

THE STAFF PUTS ON EXTRA STEAM

CU	Registrar working	Entire sequence should
MS	Two girls working at desk	be excluded.
MS	People standing in line	Lacks pictorial continuity.

ECU Xmas cards
(panned left)

TITLE

XMAS CARDS ARE SOLD

LS People in hall

MS Card stand in lobby
(panned down and right)

MS Man looking at cards

CU Man's hands select cards

MS Two women at card stand

CU Women select cards

ECU Girl's hands wrap cards
and take cash

P.C. chapter 8

Some shots seem to
have no relation to
sequence.

O.I. rule

Reestablishing shot
omitted

TITLE

AND COURSES GO ON

MS Woman enters doorway

MS Student at desk

CI Hand with pencil on
open book

Omission of first and
third shots of this
sequence would not im-
pair its quality.

MS Associate director going upstairs	This shot is out of place.
TITLE	
MODERN DANCE IS READY	Move title to precede action
MS Associate director checks attendance	Title needed here to identify action.
spiral wipe	Effect not wisely used.
MLS Modern dance class in action moving toward camera. Centered on one girl.	Good establishing shot.
MS Same girl repeating action from another angle	Shorten shot P.C. chapter 4
MS Dance class	
MS Side view of dance class	Dynamic cutting could be employed to advantage in this sequence.
CMS Girl in dance class	
FFS Routine by girl	Camera should follow action centered on one individual for good pictorial continuity
MS Two girls in class	
MCU Girl in dance class	Repetition should be omitted
MS Two girls	Shots #4, 6, 7, 8, & 9 eliminated. O.I. rule.
MS Instructor does routine	
MS Two girls	P.C. chapter 3
MS Instructor demonstrates fade to	Reestablishing shot absent

TITLE

CONVERSATIONAL ENGLISH

MS Hallway with people
entering classroom and
others going downstairs

fade to

MS Class

CU Instructor

ECU Instructor

MS Pan of class

P.C. chapter 8

CU Female student

CU Male student

CU Male student

CU Male student

CU Female student

O.I. rule

CU Female student

CU Female student

MS Pan of class

fade out

TITLE

MUSIC HOLDS PLACE OF IMPORTANCE A
AT THE CENTER

MS	Group at table	Camera stops and starts
CU	Student and instructor at piano	Should be eliminated to avoid film jump on screen.
MS	Same	
ECU	Hands of student at keyboard	
ECU	Hand of instructor on music	Employ dynamic cutting to increase tempo.
MS	Group at table	
	wipe to	
MS	Two persons playing instruments	
CU	Same	
MCU	Pan around music class students at work	P.C. chapter 8
CU	Student playing instrument	Some pans do not seem to be well planned or illustrative.
MS	Pan around room	
CU	Two people consulting	
MS	Pan of students playing	Follow up shots lacking
CU	Student playing	leaving series of unre- lated material.
MS	Another student playing	
	(About two feet of unusable footage)	P.C. pages 3, 20, & 28
	fade (?)	

TITLE

THE MOORS ROOM NOW SERVES
AS THE SETTING FOR "WHAT
MY NEIGHBOR BELIEVES"

MS	Group at table writing (brief pan)	Establishing and re- establishing shots were omitted.
MS	Discussion with clergyman	
CU	Clergyman	
MS	Same table with group (out of focus)	P.C. chapter 8
ECU	Woman's head	
MS	Group	
CU	Head	Static scene, little motion shown
LS	Man at desk	

TITLE

MIDST THE BURNERS AND BOILERS

wipe to

TITLE

POTTERY

MS	Table with pottery	
MS	Group at pottery table	
MCU	One man working with pottery	
CU	Hands	
MS	Man working with pottery	P.C. illustration facing page 24.
ECU	Pottery	
MS	Pan of class	

fade to

TITLE

RADIO TINKERING

MS	Radio class	
MCU	Man fixing radio	Very good - believe
MS	Radio class	this to be best se-
CU	Man fixing radio	quence of film.
LS	Group at table	Shot #3 O.I. rule
	fade to	

TITLE

AND UPHOLSTERY TAKES PLACE

LS	Class fixing chairs	
MS	Class fixing chairs	
CU	Hands working on chairs	Good sequence
ECU	Hands stitching	
ECU	Hands stitching	O.I. rule
MS	General group working	Out of focus
CU	Fixing chairs	
MS	Fixing chairs	
CU	Working on springs	
LS	General class	

TITLE

DECEMBER 25th AND ITS

CU Women raises glass Omit - extra shot

TITLE

XMAS AT THE CENTER

MS Table

MS Table

CU Passing out goodies O.I. rule

LS Hall with people Very good shot
(high angle)

LS Group of children

TITLE

XMAS WITH A SCOTCH ACCENT

MS Bagpipe players

MS Feet

MS Bagpipe players

MS Children dancing scotch O.I. rule
reel

MS Same Dynamic cutting and
shortening of shots
MS Woman playing bagpipe with more back and
forth cutting would
give greater illusion
MS Children dancing and tempo of dancing

MS Children dancing O.I. rule

LS Children finish dance and
take bow

TITLE

AND IRISH JIG

MS	Girls dancing	Movement of word JIG in title is excellent sample of stop motion photography
MS	Feet of dancers	
LS	Dancing girls	Dynamic cutting and shortening of shots with more back and forth cut- ting would give greater illusion and tempo of dancing.
LS	Girls dancing	
CU	Dancer's feet	
MS	Girls dancing	
MS	Dancer's feet	
MS	Audience applauding	Shots #2, 4, & 7 O.I. rule

TITLE

CAROL SINGERS

MS	Singers	
MS	Singers (different angle)	
MS	Singers (same as first shot)	O.I. rule
MS	Top view of leader and group	
MS	Pan of audience	
	diamond wipe	
MS	Pan of children singing	
MS	Children singing showing back heads	Not a good shot
CU	Little boy singing	Reestablishing shot could well be utilized here

circle wipe out

TITLE

wipe unwisely used

A HANUKKAH SERVICE IS
INCLUDED

circle wipe in

CU Six pointed star

MS Man at star draped table
with candles

CMS Same

shots #4, 5, & 9
O.I. rule

MS Another man at table

MCU Same

MS Man playing piano

MLS Man singing at piano

MCU Man singing

MLS Man singing at piano

LS People in hall

exposure fade (red)

Red part of fade and
perforations should
not be included.

TITLE

NEW YEARS FOLLOWS AND
IT'S...OPEN HOUSE

MCU	Man singing from book	Establishing and re- establishing
MS	Lady filling punch cups	Shots are absent
CU	Lady's hands (re- verse angle)	
MS	People looking at exhibits	
MS	People looking at other exhibits	O.I. rule
MS	Women with painting in background	Short title needed here to identify women
MS	Men looking at mounted sketches	Short title needed here to identify man
CU	Back of man's head	
CU	Same (new angle) Woman crosses frame	Other action dis- tracting from center of interest

POSTER TITLE

DRAWING AND PAINTING
(listing of names)

- MS Board with art work
- CU Drawing of man
- CU Drawing of woman
- MCU Board with four drawings
- CU Portrait of women
- CU Portrait of man
- CU Portrait of man
- teeth type wipe
- MCU Two pair of hands at work sketching
- CU Hand sketching
- CU Pan from sketch to model
- CU Hand at drawing board
- MCU Pan of class
- MS Instructor with student
- CU Instructor
- CU Student
- MS Pan of class and instructor at work
- teeth type wipe

O.I. rule
The use of one or at the most two illustrations of each artist should be shown in this sequence.

Establishing shot could be well utilized here.

P.C. chapter 8

O.I. rule

Shorten length of shots to increase tempo - dynamic cutting

LS Wood statue with sign Good establishing shot

MCU (Sign) WOODCARVING
THOMAS H. GRAY

CU Woodcarvings

fade to

MS Students in class

CU Male student working

CU Female student working

CU Male student working O.I. rule

CI Hands of man working

CI Hands of another man working O.I. rule

CU Women General mild dynamic

C¹ Hands of woman at work cut to increase tempo

CU Woman

MS Class

fade to

MCU People examining tools Readable title could be well used in this sequence

MS Three sketches on board

MS Four sketches on boards O.I. rule

MS Chest with sign and pictures Sign too small to read. Not a good title

CU Flowers in vase

MCU Table and large picture P.C. page 3

CU Same

MS Board with figure sketches (panned down)

fade to

		Title needed here
MS	Board with many pictures (pan to picture boards and pictures mounted on wall)	P.C. chapter 8 Excessive many direc- tioned panning
MS	Picture on wall	
CU	Picture of mountains with sheep and shepherd	
CU	Picture of country scene in summer	O.I. rule through- out sequence
CU	Picture of winter country scene	
CU	Picture of waterfalls	
CU	Picture of clouds	
CU	Picture of waterfront scene	
CU	Two other pictures	
CU	Two more pictures	
	spiral wipe	
		Title needed here
CU	Pan from desk to hands sketching to man's head	P.C. chapter 8
MS	Art instructor and students	
MCU	same	
MS	Pan of class members stops at one.	
CI	Hands sketching	P.C. page 3
ECI	Pencil guided by fingers over paper	
MCU	Female student at work	
MCU	Same - reverse angle	
CU	Student's hand at work	P.C. chapter 9
ECU	Same	
MS	People in class	

exposure fade

CU	Poster of dancing	
ECU	One part of poster	Exposure not good
MS	Couples dancing	Shot is badly panned in many directions
MCU	Feet of dancing couples	and instructor goes in and out of frame.
MCU	Feet of other couples	
MS	Three couples dancing	Bad panning while feet go in and out of frame
MCU	Feet of a couple	
MS	Couples dancing empha- sizing one in front	Screen direction is reversed
MCU	Same	P.C. chapter 9
MS	Same (pan follows action)	Good screen direction
MS	Another couple	
CU	Feet of dancers	O.I. rule
MS	Same couple dancing	Backs of many couples passing between camera and subject not good - distracts from action.
CU	Feet	Not centered
MCU	3/4 view of couple panned	
MLS	Dance floor shot	Beginning of pan is good but reverse of pan direction does not adhere to P.C. chapter 8.
MS	Another couple dancing	Screen direction is re- versed. P.C. chapter 9.
CU	Feet of a different couple	
MS	3/4 figure of couple dancing	Comment on last shot: out of focus and not lighted to best advan- tage. PAINTING WITH LIGHT page 62 "Mirror Illumination" fig.125 & 126.
MCU	Another couple	
MS	Couples dancing	
CU	Feet of another couple	
MS	Couple dancing	
MS	Shot into mirror of couples dancing.	

MS	Table with jewelry displayed	
CU	Sign HANDWROUGHT JEWELRY	
CU	Silver bracelet	O. I. rule
CU	Piece of jewelry	shortening of shots
CU	Another piece of jewelry	dynamic cutting
	diamond wipe	
MS	Woman working at table	Title could be utilized here
MCU	Three women	
MCU	Three women	
ECU	Piece of work	Camera movement
CU	Hands at work	P. C. chapter 4
CI	Another scene	Poor jump cuts
MCU	Woman working at bench	
CI	Fingers at work	
CI	Same--another angle	
	Hands pick up ring and pans to face	
MCU	Woman working	
	spiral wipe out	

TITLE

BACK OF ALL THIS IS "THE BOARD"

	spiral wipe in	effect not well utilized
MS	pan of board	P.C. chapter 8
MCU	Women on board speaking	
CU	Same	Camera movement
MS	Secretary at board meeting	Camera movement
CU	Same	underexposed
MCU	Three members of board (Women member knitting)	
CI	Knitting	
CU	Man on board	
CU	Woman who was knitting	
CU	Men	
MCU	Men and board--pan to left	Camera movement
CU	Same man	Some explanatory
MS	Three other members at separate table	titles could be well used in this
CU	Woman	sequence.
CU	Men	
CU	Another man	
MS	Three board members at table	

MCU Two other board members
 at table

MS Other members of board

MS Same--new angle

fade out

TITLE

WINTER PASSES AND IN THE
 SPRING

LANERN LIGHTS Good effect but not well
 (superimposed on lantern and planned
 then lanterns)

fade out

TITLE

HERE ARE A FEW SCENES FROM THE Note: It is suggested
 PREMIER PRODUCTION that these SCENES FROM
 MS Full figure shot of woman THE PREMIER PRODUCTION
 dancing be limited to the FEW,
 MS Same as stated in the title.
 CU Same (Eg.--a montage of
 MCU Same quick cuts, in keeping
 MS Pan of group of girls on with the 10 to 1 ration
 stage of activity to entertain-
 MS Two girls dancing ment. Dynamic cutting

MS Three girls dancing could be used extensively
 MS Full figure of girl dancing here.
 spiral wipe
 MS Pan of girls dancing
 MCU Girls dancing with trees
 MCU Girls dancing around
 trees
 MS One girl dancing--others
 go in and out of frame
 ECU Girl's face
 CU Girl
 CU Another girl
 figure wipe across frame
 MLS Girls dancing on stage
 MS Women at piano--side view
 MS Back view of women playing
 piano
 CMS Angle view of women playing
 piano, showing face
 CU Side view of women's face
 at piano
 CMS Repeat of previous CMS
 CI Hands at keyboard

Note: In this
 premier production
 series the rules
 of pictorial

MLS Rear angle shot--girl continuity were not ad-
 playing piano hered to and many scenes
 curtain closes were not correctly
 MLS Women on stage in costume exposed.
 MS Same
 MS Cuts to man on stage with
 women--pen to men
 CU Men
 MLS Cut to two other people on
 stage with original women
 CU Another women
 CU Man--pen to original women
 LMS Two women
 MS Same
 (New sequence) Title needed here
 MS Men and women on stage in
 costume
 MS Men walks across stage with
 women
 CU Men
 CU Another women
 LMS Stage with four actors
 teeth wipe Title needed here

MS Two girls and men dancing
 MS Same--another angle
 MCU Feet of dancers
 diamond wipe Title needed here
 LS Group singing
 pans to MS of leader
 MS Group
 CU Men in group
 MCU Leader
 CU Pan of group
 CU Same
 CU Same
 CU Women
 MS- Group
 MS Pan of group
 MS Leader and group
 curtain closes Title needed here
 MS Full figure shot of girl
 on couch
 CU Girl
 MS Original girl and another
 who walks out of frame
 MS Maid

MCU Pan of maid in action

MS Original girl sitting on
 floor

curtain closes Title needed here

MS Ballroom dancers

MCU Same

CU Girl dancers

CU Faces of couple

MS Couple dancing

TITLE Transition not good here

OF THINKING

MCU Men at desk--instructor

CU Men's face

MS Group with instructor

MS Pan of group to right

MS Pan of group to left and Two direction pan not
 right good--P.C. chapter 8

across the frame wipe

MCU Circle pan of another P.C. chapter 8
 group

CU Women

CU Instructor

CI Handwriting

CU Women writing P.C. chapter 2
 Pen to another student

CU Instructor

TITLE

OPERATING

CU Hands taking apart plaster
 mold

CU Hands removing clay from P.C. chapter 4
 plaster Dynamic cut to give

CU Same--another angle illusion of motion

CU Inside of plaster mold
 displayed

TITLE

DISCOVERING

LS Through doorway to class- This sequence is too
 room long and drawn out--

MS Instructor demonstrates continuity cutting

CU Demonstration could be used to good

CU Another demonstration advantage here.

CU Repeat P.C. chapter 10

MCU Pen members of class

CU Instructor

CU Student

CU Another student

CU Student

CU Student

LS Through doorway into
classroom

exposure fade out

Title needed here

CU Instructor lecturing
panned to members of class P.C. chapter 8

ECU Instructor

CI Hand pointing in book P.C. chapter 10

LS Through doorway of
classroom

spiral wipe

Title needed here

MCU Man writing on blackboard

CI Man's hand writing on
blackboard

ECU Man's face

MS Two people at table P.C. chapter 4

TITLES

TO PROVIDE THE ENVIRONMENT IN
WHICH ADULTS

dissolve to

MAY TAKE PART IN THE MOST

dissolve to

EXCITING ADVENTURES THERE ARE

OF THINKING

CREATING

DISCOVERING

IS THE MAIN AIM OF THE

wipe down

BOSTON CENTER FOR ADULT EDUCATION

(superimposed on lanterns)

THE END

Symbolic shots needed
here to illustrate
titles

The photographing of
concluding titles on
a roller would save
screen time and film.

VII Editing the Film

To do the necessary editing, the following equipment was required:

1. An editing table
2. An editing viewer
3. Two rewind arms
4. A splicer
5. Film scraper
6. Film cement
7. Bright colored grease pencil
8. Black film lacquer for blooming
9. A scissors
10. India ink for marking on leaders
11. Stickers for marking effect instructions for the laboratory
12. Film racks to clip scenes in sequence
13. White cotton gloves for handling film
14. Bits and pieces--such as paper clips, rubber bands, masking tape.

Figure 7 shows a typical non-professional editing set-up, and is illustrative of the equipment in use.



Fig. 27. A typical nonprofessional editing setup

Work Print

The work print is used to edit and combine the various picture scenes of a motion picture into the desired form. A work print is simply an inexpensive print of all the uncut original film. The main reasons for using a work print are:

1. To save the original film from unnecessary harmful handling.
2. The work print can be cut, spliced and re-spliced disregarding blooming.
3. Errors in the original can be minimized.

Cutting and hanging the original

With the work print completed, the original scenes can be cut, numbered, and hung on the film rack in sequence. The entire uncut scene should remain intact until the final matching is to be done.

Matching Work Print to the Original:

With the completed work print as a guide, the original is matched exactly from the beginning of each frame of the work print to the same frame in the original. The original is then cut and spliced after the last sprocket hole of the scene.

Caution must be exercised in leaving sufficient space and instructions for laboratory effects.

Blooming

Blooming, as the term is used in this thesis, means the applying of film lacquer with a fine brush to the splice in the original film to make that splice less obvious in the finished product. Perfect splices should not be bloomed. The film should be bloomed where too much emulsion is scraped and a translucent space is visible.

Screening of Finished Product

At various intervals, in the cutting process, the work print is projected on a screen at the speed at which the finished product will be viewed. These screenings are necessary to determine:

1. Pictorial continuity
2. Tempo
3. Composition
4. Buildup
5. Ratio
6. Projection time

It would be a good plan for the editor to consult a third party for his opinion. The sponsor's point of view at screenings will affect the finished product.

The screening of a work print, with or without dialogue, requires the constant play of imagination. An editor should ever be on the alert to plan his cutting in

order to take greatest possible creative advantage of the various sound elements which can only be added at a later stage. One of the keys to good picture cutting is the intelligent anticipation of sound.

With the final approved screening of the work print, matching the original, and blooming, the film is sent to the laboratory for printing.

The adequacy of the finished job is determined at the end of the process--the projection of the release print before an audience.

VIII Revised Production Script

This script achieves pacing and emphasis in several ways.

A general rule of pacing is that the cutting of scenes progressively shorter in a sequence results in an increased tempo. This increased tempo, produced by dynamic cutting, conveys a heightening of tension to the viewer.

By test projection of the work print in successive cutting stages, it can be noted which scenes need further dynamic or continuity cutting or padding, and how much is required for each operation.

Many additions, deletions and minor changes are effected as this operation is repeated. Pursued to a point where the product is considered generally acceptable after a dozen or more screenings, the work print justly earns its name and usually looks the worse for wear.

Revised Production Script

Existing Shots

New Shots

TITLES

ECU lantern at center

BOSTON CENTER FOR ADULT EDUCATION

dissolve to

PRESENTS

dissolve to

LIFE AT 5 COMMONWEALTH AVE

dissolve to

PHOTO ASSISTANTS

- D. HEWITT
- L. SPECTOR
- D. KENNEDY

EDITING AND SPECIAL EFFECTS

- U. ROSENBERG
- L. GLASKER

PHOTOGRAPHY BY

GLASKER

fade to

TITLE

THE WINTER TERM BEGINS WITH SENDING

OUT THE BOOKLET

dissolve to

CU booklet

- CU Booklet on table
- MS People mailing booklet
- CI Attaching labels
- CI Attaching stamps
- CU Individual stacking packages
- CU Mail bag
- ECU Hand closing mail bag
- CU Mail bag dragged out of frame

TITLE

BOOKLETS RECEIVED--ENROLLMENT BEGINS

center wipe

- CI Hand writing on card
- MS People around table writing
- MS Man writing at desk
- ECU Hand of man--writing
- ECU Same--new angle
- CU Women handing money to registrar
- ECU Registrar's hand receiving money
- CU Registrar hands back change and application

TITLE

XMAS CARDS ARE SOLD

- LS Card stand in lobby
- MS Two women at card stand

CU Women select cards
 ECU Girl's hands wrap cards and
 take cash

TITLE

AND COURSES GO ON

MS Student at desk

TITLE

THE ASSOCIATE DIRECTOR

CHECKS ATTENDANCE

MS Associate director check-
 ing attendance

TITLE

MODERN DANCE IS READY

MLS Modern dance class moves
 toward camera
 (to MS then to MCU)
 centered on one girl

MS Same girl repeating action
 (new angle)

MS Dance class

CMS Girl in dance class

MS Instructor does routine

MS Two girls dancing

MS Instructor

fade to

TITLE

"CONVERSATIONAL ENGLISH "

MS Hallway with people entering
classroom, others going up
stairs

fade to

MS Class

CU Instructor

ECU Instructor

CU Female student

CU Male student

MS Pan of class

fade out

TITLE

MUSIC HOLDS PLACE OF IMPORTANCE AT THE
CENTER

MS Group at table

CU Student and instructor at the
piano

MS Same

ECU Hands of student at keyboard

ECU Hand of instructor on music

MS Group at table
 wipe to
 MS Two persons playing clarinets
 CU Same
 CU Student playing instrument
 CU Two people consulting
 MS Pan of students playing
 CU Student playing
 fade to

TITLE

THE MOORS ROOM NOW SERVES AS THE SETTING
 FOR "WHAT MY NEIGHBOR BELIEVES"

MS Group at table writing
 MS Discussion with clergyman
 CU Clergyman
 ECU Women
 MS Group

TITLE

MIDST THE BURNERS AND BOILERS

wipe to

TITLE

POTTERY

MS Table with pottery

MCU Men working with pottery
 CU Hands
 MS Man working with pottery
 ECU Pottery
 MS Pan of class

fade to

TITLE

RADIO TINKERING

MS Radio class
 MCU Men fixing radio
 CU Same
 LS Group at table

fade to

TITLE

AND UPHOLSTERY TAKES PLACE

LS Class fixing chairs
 MS Same
 CU Hands fixing chairs
 ECU Hands stitching
 CU Fixing chairs
 MS Same
 CU Working on springs
 LS General class

fade to

TITLE

DECEMBER 25TH AND IT'S

XMAS AT THE CENTER

MS Table

CU Passing out goodies

LS Hall with people
(high angle)

LS Group of children

TITLE

XMAS WITH A SCOTCH ACCENT

MS Bagpipe players

MS Feet of children dancing

MS Children doing scotch dance

MS Women playing bagpipe

MS Children dancing

CU Dancer's feet

MS Men playing bagpipe

MS Children dancing

LS Children finish dance and take
bow

LS Scotch group leaves scene

TITLE

AND IRISH JIG

MS Girls dancing
 LS Same
 CU Feet
 MS Girls dancing
 MS Audience applauding

TITLE

CAROL SINGERS

MS Singers
 MS Same--new angle
 MS Leader and group--top view
 MS Pan of audience
 diamond wipe
 MS Pan of children singing
 CU Little boy singing
 circle wipe out

TITLE

A HANUKKAH SERVICE IS INCLUDED

circle wipe in
 CU Jewish star
 MS Men at star draped table with candles
 CMS Same

MS Negro man playing piano
 MLS Man singing at piano
 MCU Man singing
 LS PEople in hall
 exposure fade

TITLE

NEW YEARS FOLLOWS AND ITS...

OPEN HOUSE

MCU Men signing guest book
 MS Lady filling punch cups
 CU Same--lady's hands
 MS People looking at exhibits

TITLE

MS Women with paintings in background (to identify
 MS Men looking at mounted sketches women)
 CU Back of men's head

TITLE

CU Same--new angle (to identify
 men).

POSTER TITLE

DRAWING AND PAINTING

(names listed)

MS Board with art work
 CU Drawing of men

CU Drawing of woman
 MCU Board with four drawings
 CU Portrait of woman
 CU Portrait of man
 teeth type wipe
 MCU Two pairs of hands at work
 sketching
 CU Hands sketching
 MS Instructor with student
 CU Instructor
 CU Student
 MS Pan of class and instructor
 teeth type wipe
 LS Wood statue with sign
 MCU (sign)
 WOODCARVINGS
 THOMAS H. GRAY
 CU Woodcarvings
 fade to
 MS Students in class
 CU Male student working
 CU Woman
 CI Hands of women at work

CU Women
 MS Class
 fade to

TITLE

(to explain action)

MCU People examining tools
 MS Four sketches on two
 boards
 CU Flowers in vase
 MCU Table and large picture
 CU Same
 MS Board with figure sketches
 (panned down)
 fade to

TITLE

(to explain events)

MS Board with many pictures
 MS Pictures on wall
 CU Picture of mountains with
 sheep and shepherd
 CU Picture of country scene
 --summer

TITLE

(to let audience know
 what is going on)

MS Art instructor and students
 MCU Same

MS Pan of class and stops at
one

CI Hands sketching

TCI Pencil guided by fingers
over paper

MCU Female student at work

MCU Same--reverse angle

CU Student's hand at work

ECU Same

MS People in class
exposure fade

CU Poster of dancing

ECU One part of poster showing
type of dancing

MCU Feet of couple dancing

MS Couples dancing

MS Many couples dancing with
emphasis on couple in front

MCU Same

MS Same
(Pan follows action)

MIS Dance floor shot
fade to

MS Table with jewelry displayed

CU Sign title

HANDWROUGHT JEWELRY

CU Silver bracelet

CU Piece of jewelry

CU Another piece of jewelry
diamond wipe

TITLE

(to explain action)

MS Woman working at table

CU Hands at work

MCU Woman working at bench

CI Fingers at work

MCU Woman working
spiral wipe out

TITLE

BACK OF ALL THIS IS "THE BOARD"

spiral wipe in

MS Pen of board

MCU Women on board speaking

MCU Three members of board
(women member knitting)

CI Knitting

CU Woman who was knitting

TITLE

(to identify board
chairman)

MCU Chairmen and board

CU Chairmen

TITLE

(e.g. committee meeting)

MS Three board members at
separate table

CU Woman

CU Man

CU Other men

TITLE

(e.g. another committee
meeting)

MS Three board members at
table

MCU Two board members at table
fade out

TITLE

WINTER PASSEMS AND IN THE SPRING
LAW TERN LIGHTS
fade out

HERE ARE A FEW SCENES FROM THE
PREMIER PRODUCTION

MS Full figure of women dancing

ECU Girl's face
figure wipes across frame

MS Women playing piano

CI Hands at keyboard

MLS Woman playing piano
(rear angle)

curtain closes

curtain opens

TITLE

(to announce play)

MLS Women on stage in costume

CU Man

LMS Two women

MS Same

TITLE

(to explain action)

MS Man walks across stage
with women

CU Man

LMS Stage with four actors

teeth type wipe

MS Two girls and man dancing

diamond wipe out

TITLE

(to announce next action)

diamond wipe in

- LS Group singing
- MS Same
- CU Man in group
- MS Group
- MS Leader and group

curtain closes

TITLE NEEDED HERE

curtain opens

- FPS Girl on couch
- CS Same
- MCU Pan of maid in action
- MS Original girl sitting on floor

curtain closes

TITLE NEEDED HERE

LS Audience applauds

fade to

TITLE

OF THINKING

- MCU Instructor at desk
- CU Same

MS Group with instructor
across the frame wipe

TITLE

CREATING

- CU Hands taking apart plaster mold
- CU Hands removing clay from plaster mold
- CU Same - new angle
- CU Inside of plaster mold displayed

TITLE

DISCOVERING

- MS Instructor demonstrates
- CU Demonstration
- LS Through doorway into classroom
exposure fade out
- CU Instructor lecturing
- ECU Instructor
- CI Hand pointing in book
- LS Through doorway of classroom
spiral wipe
- MCU Men writing on blackboard
- CI Man's hand writing on blackboard
- ECU Man's face

MS Two people at table

TITLES

TO PROVIDE THE ENVIRONMENT IN
WHICH ADULTS

dissolve to

MAY TAKE PART IN THE MOST

dissolve to

EXCITING ADVENTURES THERE ARE

OF THINKING

CU Man thinking

CREATING

MCC Woman admiring
piece of pottery

DISCOVERING

CU Two people dis-
covering something

IS THE MAIN AIM OF THE

wipe down

ECU Lantern at center

THE END

IX Guide for the film

A film guide is desirable for several reasons. Those wishing to show the film may, through the film guide, easily learn something about the film, the purpose of its production, suggestions for follow-up and discussion. The film guide is also valuable in that it eliminates repeated previews, thereby saving time.

The writer suggests the following guide for the film.

What the film shows:

"LIFE AT 5 COMMONWEALTH AVE" brings to the screen --in action--the Boston Center for Adult Education. Here is an effective portrayal of the characteristic activities, customs, entertainment, and wide variety of courses which go into the makeup of the center.

The film begins with the mailing of the booklet, the enrollment of students, and the sale of Christmas cards. Next, some of the courses are shown in actual progress. The wide variety of activity at the center is demonstrated by the Christmas entertainment, a hanukkah service, and the New Years Open House. Art is the next aspect explored by the film, and is represented in many phases, such drawing, painting, and

woodcarving. Many types of dance instruction are covered. The scenes from the premier production show conclusively the skills which many students have acquired at the center.

The conclusion of the film sets forth the main aims of the Boston Center for Adult Education--"to provide the environment in which adults may take part in the most exciting adventures there are, of thinking, creating, discovering..."

Suggestions for using the film:

1. Plan the film presentation. Prepare the audience and make sure that specific purposes for seeing this film have been clearly established.

This film was planned to...

- tell a simple story about adult education at the Boston Center
- explain how adults enlarge their knowledge at the center
- show how the people at the center enjoy festivities
- describe some of the things adults learn at the center
- provide an experience that will give greater meaning to reading, inspire ideas for story-telling.

2. Present the film immediately after specific objectives have been formulated.

3. Follow up with a discussion immediately after the film presentation to..

--determine the degree to which purposes were accomplished

--utilize new questions or interests stimulated by the film as springboards for further activities.

X The Budget

Herein is an estimate of the approximate cost of producing this project, as of this date, since prices are subject to change.

It is assumed the reader will do his own work providing transportation, postage, equipment or the use of same, and all other necessary physical services.

List of estimated expenses include:

- | | |
|---|----------|
| 1. Work print in black and white @ \$.05 per ft. (about 1350 feet) | \$67.50 |
| 2. Expendible editing material | 3.00 |
| 3. Black and white film for additional shots and titles @ \$7.00 per roll | 14.00 |
| 4. Answer print in color (about 600 feet) @ \$.15 per ft. | 90.00 |
| | <hr/> |
| TOTAL | \$174.50 |

XI Findings and Conclusions

Since Edward Muybridge succeeded in capturing the movements of a galloping horse during 1872-1878, paving the way for the development of the motion picture, editing has grown as a part of this development.

The motion picture, long used for educational purposes, has become an increasingly useful communications tool.

This project has dealt with a film produced without an original script. To produce a film in this way is like building a house without first planning the details. Pre-planning is most important--it should be complete before any production is attempted. The script should not be so static as not to allow for minor changes. Adhering to the script would help reduce the amount of wasted time and film.

An illustration should be self-explanatory, with printed accompaniment, in a silent film. Dynamic cutting can generate a multitude of ideas in filmic space, while continuity cutting depicts an uninterrupted flow of action. A film should have a definite pace and climax. Usually, the average public relations film running longer than 20 minutes tends to distract from

the film subject, decreases in audience interest.

Original footage should not be projected, because scratched film is not correctible in the final printing. The work print should be used exclusively until the final fine cutting and the approval of the sponsor.

The sound motion picture film, better than any other medium, can convey the purposes of an organization to the audience which that organization wishes to reach. To quote Mr. Spottiswoode, "New elements of time and rhythm, new problems of terseness derived from working with so condensed a medium, are there to consider." ⁶ The motion picture may well be considered a condensed form of audio-visual communications.

In this paper, the writer has attempted to show the necessity for all the processes involving good editing procedure. First, an exact listing of the film context was noted. Then the scenes were listed again, with reasons for alteration and cutting added. In the final revised script, all corrections have been made, with titles and shots listed where necessary.

It is the author's opinion that it would have been an easier task to do an entire new production with a complete script than to edit the existing film. Some

⁶ Ibid, p. 329.

of the reasons for this opinion are:

- Time consumption, for editing the 1350 feet of original film or producing a 400 foot new production, would have been about the same. (About 60 to 80 working hours.)
- Expense would have been about the same for either process.
- A better production would have been possible because mechanical errors could be minimized or eliminated in the second film.
- The film could be photographed at sound, instead of silent, film speed; 24 frames per second instead of 16 frames per second, with the possibility of adding a sound track at a later date. Usually, non-theatrical film producers shoot at sound speed with the expectation of adding a sound track to meet many television and modern motion picture requirements.

This thesis has attempted to illustrate the editing problems of a 16mm silent motion picture film, and the most effective production possible within the time and financial limits and those of the desires of the sponsor.

XII Glossary

In view of the fact that this thesis is primarily intended for persons with a motion picture background, the author refers others to Gipson's FILMS IN BUSINESS AND INDUSTRY, and Spottiswoode's FILM AND ITS TECHNIQUES, for glossaries of film terms. "Nomenclature for motion picture film used in studios and processing laboratories," may be found in Offenheuser's 16MM MANUAL.

To include a detailed glossary of the film terms mentioned in this thesis would merely be a repetition of the more complete works contained in the books mentioned above, save for the few terms that are not contained therein.

--Pictorial Continuity

The proper development and connection of motion picture sequences to create a smoothly joined, coherent motion picture story.

--Camera Starts

First few frames of film that is used before the camera attains running speed.

--Camera Stops

Last few frames used of a shot before the camera stops completely.

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