

Scripts – Key Knowledge

A script is a pre-production document.

They are made during the planning stage of a product's development.

1. What products are scripts used for?

Scripts are used to show the words spoken and other action that takes place.

They can be used for:

- TV shows
- films
- other video (YouTube etc...)
- radio programmes
- adverts (video or sound)
- animations
- anything else that requires voice to be recorded

Scripts contain more than just the words an actor will speak.

2. Purposes of Scripts:

- show the words for **actors** or **voiceover artists**
- provide direction for **actors** so they know how to say words
- show sound effects and/or music to add
- give information to **directors** and **sound engineers**
- give information to other members of a **production crew**
- show a **client** what has been planned for a production

Possible audiences for scripts are shown in **bold and underlined**.

3. Things Scripts Include:

- characters
- dialogue and other sounds
- directions
- locations – the **slug line**
- camera shot types

3a – characters

The people being played by actors in the production – including people who don't say anything.

- shown in CAPITAL LETTERS – usually in the centre

3b – dialogue and sound

The words being spoken by characters and other sound effects or music. This includes voice over – words spoken by someone not on screen or by a narrator.

3c – direction

Tell actors how they should speak their lines. This helps them add emotions to their work. Directions are also used to tell other users what is happening in a scene

3d – locations

At the start of each scene is a single line telling everyone where the action is happening. This is called a **slug line**. It includes three things:

- INT or EXT – for interior (inside) or exterior (outside)
- the actual location (e.g. Bishop's Farm Home field)
- DAY or NIGHT – for the time of day

3e – camera shots

Camera shots tell the director and film crew how to shoot a scene.

- Close up - a close up view, often of an actor's face
- Long shot/wide shot - a view from a long distance away. This could include a whole building or a wood or mountain range or be of two people walking
- Mid shot - somewhere between the two - it might show a person from the waist up or the inside of a car

4. Making Scripts:

Scripts can be produced using:

- Office software such as Word
- An online tool (e.g. Google Docs). These have the advantage that people can work together and they can easily be shared
- By hand (e.g. on a typewriter)