

Audio Recommendations

Creating audio story tracks for training

Script

	Pam	And...that covers bullet point number 31. Is everyone with me?
	Jared	Pam, I think my brain is still on bullet point number 5.
	Lynn	I made it to bullet number 9 before I started checking out.
	Jared	Maybe it was the graphs on bullet point 7 that threw me?
	Lynn	Could you do a quick review of everything between points 5 and 31?
	Pam	Um... Sure.
<i>Music</i>	Narrator	Pam has spent the past 45 minutes covering...bullet points. What could she do to enhance this learning experience? How about a story? Stories provide context. They tell us why the 31 bullet points are important. They show us relatable characters and put those characters into conflict. Stories help our brain store information in long-term memory and recall the content when it is needed. So, manage your bullet point scope creep and create some context. Tell a story!

25
DIALOGUE
35
MONOLOGUE



1 p of dialogue = 1 ½ min of recorded audio
1 p of monologue = 2 min of recorded audio



Equipment

Snowball mic (Blue) – USB plug	\$70
Pop filter	\$8-\$25
Reflexion filter	\$70-\$100
Mic stand	\$20
Audacity editing software	FREE

Use a reasonably quiet space that has as little foot traffic as possible. A closet or conference room. Spend time in the space and listen for hums, squeaks, bumps, etc.

Coaching

Instructions for actors

- Avoid eating at least 30 minutes before session (pesky lip smacks can be tedious to edit out)
- Familiarize yourself with the script
- Bring water with you
- Remove ID Badge, dangling jewelry, jackets—anything that may make unnecessary noise
- Put your mouth close to the mic (pop filter)
- Speak to someone, whether in person or imaginary to enhance the conversational tone

Instructions for coaches

- Know the script like the back of your hand
- Mark the script with notes for giving direction to actors
- Welcome actors into the space with equipment ready to go
- Give actors specific directives that they can easily perform: “Place an emphasis on this word...” “Articulate this phrase...”
- Avoid too many stand-alone conceptual directives: “Say it with more feeling.” “Relate to the audience more.”
- Stay focused on the recording and avoid too much small talk
- Build confidence in the actor by giving specific encouragement
- Thank them for their time and talents