

Tip Sheet

For Recording Great Audio



Review these important tips that can markedly improve the quality of any audio recording intended for online distribution.

Make sure your recording environment is quiet and free from background noise.

Before you record, make sure your recording environment is quiet and free from background noise (check air vents, fluorescent lights, or computer fans).

Do a background noise recording with no speech to identify any ambient noises that will be intrusive upon playback.

Record in a room with sound booth foam or carpeting, and the fewest hard/flat surfaces possible.

Place your microphone in an isolation box, or put a cushion on your desk under the microphone to dampen reflected sound waves.

Turn off all electronics that might interrupt your narration (cell phones, email notifications, etc.).

Test and adjust your microphone before recording. It should sit at a height slightly above and 6 inches in front of your mouth.

Your microphone is the single most important piece of hardware for audio recording. Microphones range from US\$10 to US\$4000. Consider purchasing a USB headset to improve audio recording quality.

Script

Know Know your audience. Write for the people most likely to be listening.

Write Write in a conversational tone and in your own words.

Identify Identify and practice any acronyms or difficult-to-pronounce words.

Determine Determine a speaking tone/style for your narration.

Practice Practice your script out loud to eliminate pauses and to improve flow.



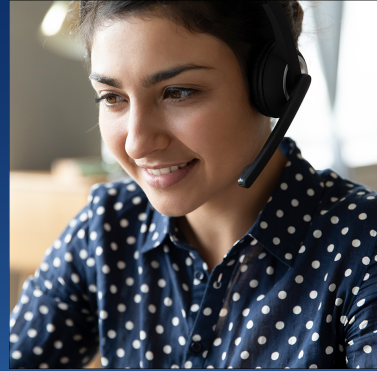
Be animated and smile while talking. Listeners will hear the enthusiasm in your voice.

Experiment with the best time of day for your own voice and try to record at the same time for consistency.

Take care of your voice. Have water or lemon juice on hand and take breaks if your voice starts to feel strained.

Practice good vocal techniques. Warm up your voice, watch your speaking pace, and practice correct pronunciation and intonation.

Record multiple takes. If you make a mistake, keep recording and simply restart your narration from the beginning of the phrase or sentence.



Avoid These Classic Co-Host Mistakes:

- Talking indefinitely
- Transitioning abruptly
- Interrupting one another
- Repeating one another's points

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