

Audio and Presentation Tips

Audio Design Principles

Learning with audio requires that effective techniques be used to produce quality audio that facilitates learning. The following audio design principles may be beneficial in a recording process:

- Write for listening, not reading. Speak words before finally scripting them.
- Avoid complex sentences and use familiar words.
- Employ short phrases that will give the listener time to comprehend and synthesize the material.
- An informal conversational style is best. Use the direct “you”.
- Avoid any wording that would cause the narrator to falter.
- Be sure to choose a credible narrator and one who is appropriate for the audience.
- Two or more voices add variety and can increase attention and interest.
- The delivery rate must be suitable to the audience and the subject matter [a typical rate of delivery is about 180 words per minute].
- Be sure the narrator uses correct pronunciation and emphasis.
- Choose suitable music.
- Avoid any musical score that might compete with the narration.
- Use sound effects to create realism and to add interest and emphasis. Be certain they are realistic and that they are employed judiciously.
- Vary the tone of delivery and the style of conversation.
- Encourage active listening and participation by posing questions, problems, etc.
- Break the recording into short 1-3 minute sections, building in summaries, pauses and occasionally stops for audience participation [Romiszowski, 1988, page 183].