

Name:

Work sheet: How to create an audio recording

① Choose your text passage

- it should be 1-2 minutes long if read out loud

What passage did you choose? Write down your book title and the page number(s).

② Practice reading the passage

- focus on: pronunciation and pauses at punctuation

Are there any problems? If yes, write them down so you don't forget to ask about them.

③ Set up your recording space

Check if you ...

... have completely finished the first two tasks

... have a recording device

... have quiet surroundings

④ Set up your recording device

Check if ...

... your microphone is covered or blocked

Record a short test. Did it sound how you wanted it to? If not, what do you want to change?

⑤ Record your reading

- make sure to read slowly and clearly

- don't be afraid to make mistakes, you can always edit them out later and try again

⑥ Listen and check

Listen to your recording from start to finish. Are you satisfied with your recording? Why or why not?

Did you speak clearly?

Is the background quiet?

⑦ Save your audio file

- choose an appropriate name for your audio file so it's easier to find it again later



don't be afraid to make mistakes when reading out loud

Englisch