

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