

Tips:

- **Scripts:** Work from an outline. Prepared intro with questions, statements, perspective, analysis and conclusion ready.
- **Recording Device:** If you are using a phone – practice with it first and listen back on headphones to work out distance from your mouth to the phone mic so levels aren't peaking.
- **Recording Apps:** Voice Memo, Voice Recorder, Smart Voice Recorder, Easy Voice Recorder. There are lots of free ones. You want an mp3 or WAV export.
- **Room:** Use a quiet room that is preferably carpeted and not noisy. A small room is better with minimal external noise. Test out first.
- **Listen:** Be a good listener. Everyone talking over each other will not work.
- **Movement:** Don't wriggle around too much. Be settled, focused, and remember to breathe and enjoy the experience!



Jessica Stretton, Professional voice actor recording in the LDTI Learning Media Podcast Studio.

Your Voice:

- **Breathe:** Take some breaths in and out for 30 seconds – open up your lungs.
- **Tone and Conversation:** Slightly enhance your natural delivery. No need to stiffen up or be robotic. It's conversational, informative and engaging.
- **The Flat Tyre Effect:** After speaking for a little while your voice can begin to flatten. Remember to maintain your breathing, level of projection and interest in the subject matter. Otherwise – the flat tyre effect!

Your Brand & Style:

- **Look at examples,** but it's finding what works for you. It's about amplifying yourself and your style.
- **Be interested and engaged in the material.** If you are not interested – your audience won't be either.
- **It's a balance** of becoming comfortable with yourself and engaging in the material for your audience.



UON Staff members recording in the LDTI Learning Media Podcast Studio using the two microphones.

LDTI have a professional podcast studio available for staff to record high quality student facing content. Visit the LDTI Learning Media Podcast Studio page to make a [booking](#).