

Audio Guidelines

Always be aware of:

LEVELS – the volume levels of the audio piece should be consistent throughout, not too quiet and not too loud

CLIPPING – cutting bits off unintentionally

MUSIC – make sure any background music is at an appropriate volume level

PAUSES – long silences are confusing to the listener

NATURAL SPEECH – cutting and pasting words and/or sentences is fine, but we need to attempt to make the talking sound as natural and fluent as possible

1. Levels

Wrong: Peaking out

Right: Even levels

Wrong: Too quiet.

Wrong: Too quiet and then bumped up

2. Editing

Wrong: Clipping the end of words

Wrong: Editing out too many breathes

Wrong: Leaving in big pauses

Right: Natural breaths, pauses and good flow

3. Music

Wrong: Music levels too high

Wrong: Music levels too low

Wrong: Music with lyrics underneath

Right: Instrumental music at right level under talking