

## Script for How To Make and Instructor Audio/Video

Hi there...

My name is Gregg McPherson and I want to spend a minute talking to you about creating an audio introduction for yourself and your course.

There are many ways you can do this from the simple to the sophisticated.

Let's take the simplest approach - a brief audio introduction... Sort of a "mini-podcast".

Most people will listen to something like this for a minute or two but not much longer, so you want to make sure you get your points across clearly.

Here's the best way to do that: Write a simple script!

Reading a script is fine. Just write it in a conversational style. I am reading a script to you now!

So what should you cover?

Well, start with your name and a little bit about yourself. You already know my name is Gregg McPherson. Here's a little more about me.

I am currently the president of the Board of Advisors at OLLI at Duke. I have taught at OLLI. I have also been the webmaster for the member website. But more to the point, since retiring I am in my second career as a documentary filmmaker. I have made two feature length documentaries and numerous short videos for non-profits... including OLLI!

Here's what I am going to cover in this little tutorial:

- What kind of equipment you need.
- Where should you record
- How to record
- Checking your results
- Sending it to someone else.

There are all sorts of tech devices you can use to record audio but the simplest is your smart phone. It does a respectable job for something like this.

But if you have a dedicated digital recorder or dictation recorder, you can use that. You just want to make sure you can retrieve the file to send it to another destination.

Every smart phone has some sort of voice recording app.

On the iPhone, it's called (cleverly enough) Voice Memos!

Where should you record? Well, a quiet spot is a good start. Believe it or not, I do a lot of my voiceover recordings for my documentaries sitting in my closet!

I'm recording this in my closet. Hear the lack of background noise?

The clothes make a perfect noise absorber.

I know some people who do their recordings while sitting in their car in their garage.

Whatever works for you. It doesn't have to be perfect. Just quiet.

So how do you get a good recording?

Read your script out loud a couple of times to get the feel of it. When you are comfortable, hold your smart phone about a foot in front of your chin and hit the Record button.

Try to keep the phone in roughly the same position. A little movement is fine but you want to stay the same distance from the mic.

Also, try not to rattle your papers too much. Having a little place to rest them really helps.

Read your script straight through in a normal conversational voice. If you have been following my advice, your script will be short and to the point.

If you stumble a little, don't worry about, keep going!

If you really mess up. Stop the recorder, throw the file away and start again.

When you have finished hit the button to stop the recording.

When you're done, you should check your recording while it is on the recorder. Use your phone's earbuds or earphones to get a clearer sense of the sound.

Sound okay? Great! You're done with this part.

Not so happy (and believe me, no one likes their own voice so don't let that stop you)? Just record it again.

Now we need to get this recording transferred somewhere else. This part is easy.

On the iPhone, each recording has a little box with an arrow pointing up in the lower left corner.

Tap this and you will see a screen that asks where you want to send it. Choose the email option and send it to yourself first.

Why? To see if it sounds okay after it's transferred off the phone.

Go to your computer's email and listen to the recording. It should be embedded in the email.

If it's okay, send it on to the webmaster at [webmaster@olliatduke.org](mailto:webmaster@olliatduke.org).

Congratulations! You have successfully recorded your audio course introduction.

I hope this was helpful. If you have questions, you can always get in touch at [gkmcpherson@gmail.com](mailto:gkmcpherson@gmail.com)

See you around OLLI!