



Top 10 Tips: How To Record Your Voice

- 1 Ensure you are in a quiet room
- 2 Position the microphone so it is level with your jaw
- 3 Ensure you have finished reading the whole sentence before you stop recording
- 4 Have a glass of water next to you during your recording
- 5 Read in a natural voice and don't read too quickly
- 6 Check that your computer is picking up your external microphone before you start the recording
- 7 Take regular breaks when you get tired
- 8 When deciding what script you want to read, consider both reading level and your interest
- 9 Listen back to sentences every now and then to ensure they sound good
- 10 Record in a room that has lots of soft furnishings so the recording isn't too echoey