

Top Tips

VOICEOVER



1 Place your microphone in the right position

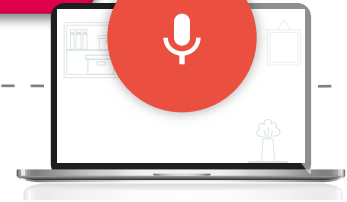
6-12"



Set the microphone 6 to 12 inches from you to get a crisp clear voice. Also, make sure the microphone is not beside the computer to avoid picking up fan noise



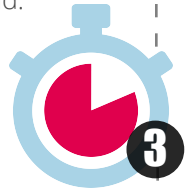
STAND UP! You'll be more energized and breathe better. If you do sit, keep your head up and chin out, don't let it drop to your chest.



2 Test It!

Record and listen to a quick demo to ensure everything is working as it should.

Record 10 Seconds of Silence



Record some silence to have a way to sample just the ambient noise for any inserted pauses.

4 Make sure your script is easy to read.

Read from the screen or print the script. Adjust the type size so it's easy on your eyes. Make sure there's enough light for reading.



5 Identify Any Retakes

If you do multiple takes or start and stop, leave about 2 seconds of silence, and then indicate what it is, like "slide four, take two..."



6

LISTEN TO THE AUDIO PLAYBACK WITH HEADPHONES.

Headphones will help you hear any problems with the narration better than if you listen with speakers.

Performing Tips

"HUM"

"HA"



1 Practice reading the script.

Then practice it again. Look for words or phrases where you might stumble while recording.

2 Mark up the script.

Decide which words you should emphasize for the most effective performance.



3 Relax and don't rush your words.

Use a conversational tone. The best performances sound as though you're talking to someone, not just reading a script



DO SOME VOCAL WARM-UPS. TRY THESE:

- The **"HUM."** Exhale slowly, humming until you have exhaled all of your air. Repeat five times
- The **"HA."** Stand and place your hand on your abdomen. Breathe in by expanding your stomach outward; you are now breathing from your diaphragm. Exhale slowly, uttering, "ha ha ha ha." Push your abdomen in with every syllable. Repeat.
- **Descending nasal consonants.** Say the word "onion," stretching the "ny" sound and voice it downward in pitch.
- **Tongue twisters.** Memorize a few of tongue twisters and repeat them to get your mouth loosened up.
- **Yawn and sigh.** Open your mouth, yawn and let your voice sigh loudly from the top of your register down to its lowest note.

Remember...

THESE TIPS WILL HELP ELEVATE QUALITY, CONSISTENCY AND AUDIO PERSONALITY. YOUR VOICE HELPS MAKE OUR PRODUCTS SHINE.