

# Guidelines for Resource Creation

## Story Narration:

Creating high-quality audio recordings for storytelling is a valuable skill for language teachers. Here are some broad guidelines that you can keep in mind while narrating a story:

1. **Engaging Opening:** You can start the story with an interesting question or introduction to grab the listeners' attention from the beginning.
2. **Pacing the Narration:** Pace the story narration to maintain the listeners' interest. For example - speeding up for action and slowing down for introspection or reflection.
3. **Narrating for different characters:** Create a unique voice, tone and style for each character that helps showcase their distinct personalities and makes them more relatable. Also maintain consistency in the voice and character portrayal throughout the story. For example - if your story features two characters, one elderly and one youthful, alter your voice to sound older with a slight quiver for the elderly character and use a brighter, more energetic tone for the youthful one.
4. **Express, Don't Tell:** Express emotions through voice modulation, tone and dialogue rather than directly telling the audience. This can help create excitement and curiosity in the listeners.
5. **Pause and Emphasis:** Utilize pauses and emphasis to highlight important moments, create suspense for specific parts of the story, such as mysteries, tense moments and unexpected twists. Pauses can also be used to signify changes in scenes or character perspectives. Example - To build suspense, pause before revealing a crucial plot twist. Emphasize the revelation with a dramatic tone to heighten its impact.
6. **Vocal Effects:** You can create sound effects using your voice to further enhance the audio storytelling experience.
7. **Engaging the Students:** You can ask comprehension questions, as well as rhetorical/hypothetical questions to encourage imagination.
8. **Editing and Revisions:** Keep revising and editing to refine the story and improve its quality. You can seek feedback from peers or listeners to reflect on your own storytelling experiences to continuously improve.

Remember teachers!

The key is to practice your narration skills as much as possible. Once you are comfortable with these pointers, you can also explore adding additional details or follow-up questions about the characters or the setting in your narration to help paint a clearer picture in the listeners' minds.

## **Story Recording:**

### **Pre-recording:**

1. Plan out your story: Write it down, read it aloud with your recording partner a few times to practice. This helps you familiarize yourself with the content and improve the output.
2. Script Annotation: Before recording, it can be helpful to add notes to your script on character emotions, tone, and intended pauses to guide your performance during recording. Example - In your script, add notes like "[whispering]" for a character's secretive dialogue in the passage.

### **Recording:**

1. Room Tone: It is helpful to capture the room tone or ambient background noise for each recording session. This helps maintain a consistent audio environment for editing purposes. Example - Record a few seconds of silence at the beginning and end of each recording session to capture the room's natural background noise, which can help with editing later.
2. Think of Sound Effects for Realism: As the edited audio would contain sound effects that correspond to the story's setting or events, note down the same along with its duration and timing. It can be helpful to create a visual guide for the story to help plan sound effects, music cues, and character interactions. Example - The story may expect a Lion's roaring at 39th second. Better to note down the required effect with the duration.

# Practical Audio Recording Tips for Minimal Equipment

If you are recording audio at home using minimal equipment or just a smartphone, follow these steps to ensure better audio quality.

## What to Avoid for Better Audio Quality

1. **Avoid Recording in Large Rooms:** Large rooms cause excessive echo and reverberation as sound waves bounce off walls, floors, and ceilings. This leads to distorted and unclear audio.
2. **Do Not Record Outdoors or in Open Spaces:** Outdoor spaces have uncontrolled noises like wind, which cannot be fixed during editing and can ruin your recording.
3. **Avoid Recording Near Windows and Doors:** Windows and doors can let in outside noise or cause sound leakage. This reduces the clarity of your audio.

**Tip:** Close all windows and doors to block external sounds.

4. **Stay Away from Noisy Devices:** Running fans, air conditioners, and other electronic devices produce background noise that microphones can pick up. This makes your recording sound unprofessional. Always turn these off before recording.

5. **Improper Mic Distance:**

- **Too Close:** Causes distortion.
- **Too Far:** Results in low volume.
- **Ideal Distance:** Keep the microphone or phone **4-6 inches (about half a foot)** away from your mouth for optimal audio clarity.

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## Setting Up Your Recording Space

- **Prepare room**
  - Close all windows and doors.
  - Turn off fans, ACs, and any noisy devices.
  - Ensure the room is quiet before starting to record.
- **Reduce Background Noise:** Use a blanket to muffle external sounds, or:
  - **Option 1: Wardrobe Method:** Place the recording device inside an open wardrobe and face it while recording to reduce noise.
  - **Option 2: Cardboard Box Method:** If a wardrobe isn't available, use a cardboard box following the same principle.

- **Option 3: Use a Blanket for Noise Reduction:** If you don't have access to a wardrobe or box, sit under a blanket while recording. This minimizes background noise and creates a cleaner sound.
  - **Choose a Small, Quiet Room:** Smaller rooms with minimal echo work best.
  - **Maintain Proper Device Placement:** Keep your phone, microphone, or recording device at least half a foot away from your mouth while recording.
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## Tips for while recording:

1. **Eliminate Unwanted Sounds:** Remove noisy accessories like bangles or jewelry.
2. **Turn Pages Quietly:** Pause recording, turn the page, and then continue to avoid rustling noises.
3. **Handle Mistakes Smoothly:** Pause for 2–3 seconds, then restart the sentence from the beginning for easier editing.
4. **Test Recording:** Record a short test clip (1 minute) to check sound clarity and noise levels before starting the actual session.
5. **Review the Final Recording:** Listen to the recording 2–3 times with headphones to ensure clarity, proper volume, and overall quality.

Scan this QR code to watch the detailed video tutorial on these tips:

