

MAKING YOUR PROJECTS
SOUND AS GOOD AS THEY LOOK

10 BEST PRACTICES FOR ID'S & PM'S

STREAMLINE PRODUCTIVITY WITH YOUR ELEARNING
NARRATORS THROUGH A WELL PREPARED SCRIPT

1 Write for Spoken Word

Before sending it to a narrator, read the script out loud yourself to be certain it flows naturally.

Naming Conventions 2

Indicate specifically how you want your files labelled i.e. M1_2c

3 Pronunciation Guide

Include a pronunciation page or mp3 file separate from the script, which means your narrator can refer to it or learn it ahead of time.

Just the words, please 4

Remove graphs, references, titles and anything else you don't want narrated.

5 Technical Jargon

Write out how you'd like scientific notation, foreign languages, formulas and acronyms in the pronunciation guide.

Crunch Numbers 6

Keep numbers in numerical notation. 3,657,914 is much easier to read than "three million, six hundred and fifty-seven thousand, nine hundred fourteen."

7 Clear & Large Font

The less deciphering curlicues and squinting, the more energy can be put into the performance.

Abbreviate Purposefully 8

Write pronunciations phonetically with capital letters on the syllable you want EM-fah-sized.

9 Same Page

Paragraphs should not spread from one page to the next.

Phonetics 10

Be clear with abbreviations. Do you want e.g. to be read as "e-g" or "for example" or as "exempli gratia."