



Recording Tips and Suggestions:

- 1) Have your script, questions or notes ready and printed or saved on a laptop for your reference**
- 2) For better sound quality, avoid wearing jewelry that makes a lot of noise when you make movements**
- 3) If possible, avoid excessive body and hand movements that create a lot of noise such as tapping on table or accidentally hitting the mics**
- 4) Speak directly into the microphone**
- 5) Put your phone on silent mode**
- 6) Set a timer on your watch or phone to keep track of time**
- 7) Have your closed water bottle nearby during recording sessions**
- 8) Things to bring: Podcast script/ interview questions/ notes etc., USB or hard drive, water bottle, watch**
- 9) If you are new to podcasting, practice recording yourself speaking at home using your phone to get used to speaking into a recording device and listening to the sound of your own voice**
- 10) If you are recording based off of a script, practice reading the script out loud before the recording session**