**YOUR COURSE HERE**

**As you listen to your colleague’s recordings, keep in mind the following questions and write down some notes. Be as specific as possible. We will discuss each recording after listening.**

1. Are there any sounds (shuffling of pages, clearing of the throat, ums, ands, ahs, etc.) that need to be removed?
2. How is the pacing?
3. Does it sound like the person is reading a script or does the voiceover sound fairly natural?
4. Does the tone of the voice match the topic?
5. Are there places where the audio is too low or the energy of the speaker dips too much?
6. Are there sound effects or a style of music that might complement the story?
7. Are there places where the words or meaning are unclear?
8. Are there moments where the speaker should pause?