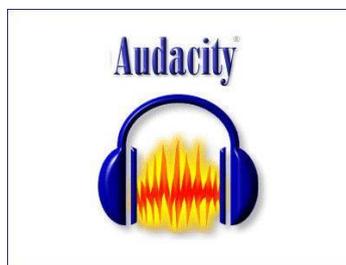**WORKSHOP ON
DIGITAL TEACHING SKILLS**

AUDIO RECORDING & EDITING WITH AUDACITY®

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PRODUCING AN EDUCATIONAL AUDIO FILE WITH AUDACITY

INSTRUCTIONS SHEET

1. **Decide what sort of an educational audio recording you want to produce**
   Refer to sections "EDUCATIONAL VALUE OF AUDIO RECORDINGS" and "PRODUCING AN EDUCATIONAL AUDIO PODCAST WITH AUDACITY" in the workshop hand-out for guidance.

2. **Plan your recording session:**
   - Think of the structure and write a script if necessary.
   - How long will the recording be (consider the issue of file size!)?

3. **Record your audio tracks**
   You may record staright onto the computer with Audacity or you can use a smartphone's built-in sound recorder.

4. **Edit and mix your audio tracks**
   Use Audacity to edit your audio tracks and create an appealing audio file. Refer to the workshop hand-out for guidance.

   Tips:
   - Music and sound effects can improve the listening experience.
   - For extra sound quality try Audacity's effects (Noise removal, Normalization, Amplification, Equalisation, Compression, etc.).

5. **Convert your project to mp3 format with LAME**
   Refer to the workshop hand-out for guidance.

6. .**You now have an audio-based learning material.**