

## Audio-Reader Network. Volunteer Training Tips and Techniques by Carl Graves 4-18-19

Most of my comments repeat points already listed in several A-R printed handouts. ☺ Others come from lessons I learned from reading partners and from Jen Nigro's evaluations of me.

### Preparation for live broadcasts

Arrive to plan: I come 30 minutes early for Sunflower Dailies and *Topeka CJ*, and 60 minutes if I am reading the *KC Star*. Breakfast Table Times (BTT): see if both papers have front page and/or sports stories that cover the same thing. if so, decide ahead of time who will cover what. Number stories and their continuations to eliminate dead air and paper shuffling when reading.

Obits: Especially for the *KC Star*, which often has dozens of obits, make sure you find (if possible) just the 4 key facts (name, age, death date, residence). That is why I come early.

Starting, ending each BTT newspaper article. Don't just stop talking. Signal to listeners and partner by repeating article title and newspaper. Story too long? You could split it in two, finishing it after your partner reads a story, or else finishing it during the Inside Pages section.

How, why to keep it local for KC, Wichita, Topeka, and smaller town papers. Listeners can get national, international stories elsewhere, although some state stories are relevant to local areas. Check to see if a national, international, or state article mentions a state or local person. If *KC Star* front page lists a local story on left or bottom, I will go with that over a national or international story, or I might just read a paragraph or two from that national/international article.

### Preparation for pre-recorded programs

If you have more than enough stories, you can be selective about what you cover and the order. I have measured column widths and lengths of various print publications, marking them on my own makeshift ruler. Vary article length. Not enough stories? Read slowly!

### Tips for both live and recorded programs

Delivery speed: The faster you go, the more likely you are to make mistakes. Pronunciation: Consult Kansas place names guide (in upstairs and downstairs on-air studios) and Missouri place name guide in upstairs hallway by exit door. Consult (and feel free to add to) my sports pronunciation guides in downstairs on-air studio. I listen to radio and tv news to learn proper names in the news. Avoid saying "quote" by placing person's name before the quote or at least varying your tone or speed to signal to reader that you are quoting.

Recording tips: gently press "Pause," "Play," and "Record" buttons. Record over your goofs.

Avoid distracting noises: turn away from microphone to cough, clear throat, sneeze. I will photocopy certain story continuations (especially if they are on back of page I am reading) to avoid paper rattling. Doublecheck to see that your cell phone is on silent or mute mode!

Editorializing: resist the urge! I will, however, throw in a sentence affirming positive sentiment about a non-controversial, feel-good article. If I have a personal connection to an article, I will mention it, but I try to do it in a single sentence. Banter with your partner? I keep it very short.