

Making Homework Recordings

During the semester, you will make recordings for this class, designated by color – Sky Blue, Yellow, Green, Orange, Purple, Blue, Grey – and by number. You will make Orange and Blue recordings for regular assignments. Other colors are for special purposes, like your GAT/SAT and Focus Text. Here are some guidelines for making these recordings.

1. Recording technique is discussed in detail in the tutorial called *Recording Your Voice: Tutorial on Audacity*. Follow these instructions for recording, repairing, saving, and submitting your assignments to your instructor.
2. Please record your homework parts in the order they are assigned.
3. When you begin to record, check to see that you are making a loud and clear recording. If your recording is too soft, follow the instructions in part three of the tutorial, *Setting Your Computer, Setting Audacity*, to improve the volume.
4. Each time you begin to record an exercise, tell me what you are recording. For example, say “General /a/ & /ɔ/ Words” or “Core text, W-3, Ex. 3, p. 103” or “Workbook, W-5, Ex. 1, p. 87.” Give subtitles if there are any.
5. When your assignment is to record something for the first time, it means:
First, check your answers against the answers in the back of your text or workbook.
Second, practice the items aloud. Focus on the pronunciation point in question.
Third, record each item **two times**. Do **not** read the item numbers.
6. When your assignment is to record **feedback items**, it means:
First, study the items on your feedback sheet.
Second, improve your pronunciation of these items.
Third, practice the items before recording.
Fourth, start recording by saying: "Feedback items."
Fifth, record each feedback item at least twice.
7. Keep adding recording assignments to the audio file until it is time to hand it in.
8. The last thing to record should be your answer to the question at the end of the recording assignment on the web page. Make your answer 30 seconds to 1 minute long. Do not write it out. Just speak as if someone had asked you the question in conversation.
9. Before you hand in your recording, save it with the color, number and your own initials in the filename.

Thank you!