

TTN: Reader Best Practices

The Anker conference mic record all readers and should be positioned equidistant from each reader. Handovers should follow this sequence:

1. a reader is coming to the end of a reading, hand is raised;
2. the next reader gets ready to start, but additionally the engineer prepares to move the recording to the next reader and next track, via the screen;
3. the active reader finally introduces the next reader (e.g. 'Now, over to June');
4. it will be **the engineer who indicates to the next reader to begin**. There will be no button to press.

'Over to ...' but no 'Thank you'. It has been and remains pleasant practice to use a variety of informal ways of passing the recording baton, so to speak, to the next reader. Often the next reader has then thanked the previous one by name. This latter action is felt by listeners to be superfluous and repetitive – the next reader should just get on with the next Courant article, with a brief introduction to it if this is desirable.

While others are recording, please read your next cuttings closely. As your colleagues are reading their items you can check your next contributions for tricky pronunciations, typos or unhelpful punctuations. Also spot any time references that will be out of date when our listeners receive their memory sticks (Friday or Saturday), so watch out for references to 'tonight', 'tomorrow' etc.

Your posture will affect how you sound. Your throat will be constricted if you are looking down, so please use a clipboard or sheet of card to support your cuttings and hold them up at face height. New clip-boards will help here.

Read all contact details slowly, once. There is no need to repeat contact details/phone numbers at first reading. These are all repeated very slowly in a special final section. Occasionally a reader may re-assure listeners by confirming immediately that this phone number will be repeated at the very end of the recording along with all the others. For websites the 'www. http://'" can be omitted.

Please avoid distracting noises. Given the sensitivity of mics generally, including the new Anker conference mic, please be careful not to rustle the newspaper cuttings, or allow anything to make a sharp noise.

Duration of readings. Readers appreciate a variety of voices. Unless you have a very long article, try not to exceed four minutes. The general expectation is to read just one long or medium article at a time, and two if they are short, but with a good gap between (3 seconds).

Add a few ad-libs. It's ok to be a bit chatty, or to signpost your items if they have a theme or if they are a big mood change from the previous reader's items. You could ad-lib an introduction with something like "It's been a big week for country shows, and I have reports from two of them now", or "This week's ice and snow caused quite a few problems – the Courant has reports of three road accidents, starting on the A69 near Bardon Mill".

BUT REMEMBER WE MUST NOT COMMENT OR GIVE AN OPINION ON ANY ITEM.