



## Sound Tips:

Hi,

I'm really looking forward to speaking with you on our upcoming interview!!

I want to make sure that our interview and the information you'll be sharing with our listeners is inspiring, informative and listener friendly. What do I mean by listener friendly?

I'm talking about the sound quality of the audio.

There's a few ways that we can make sure the sound quality is crisp and clear and I need your help to achieve that!

I will be calling you via Skype on your computer so:

1. Make sure you have a quality microphone headset or separate microphone that you can use. Relying on your computer's internal microphone won't give us the best sound quality.
  - a. To ensure we don't get any heavy breathing or 'popping' sounds (i.e. when your pronounce words starting with 'p') place the boom of your microphone (if you are using head set) up to the level of your nose.
  - b. If you are using a microphone that is on a stand, just be careful that you're not too close.  
  
Note: we will do a sound check when we begin to ensure all is ok. We will also leave record 10 seconds of open mic (where we will be silent) before I say 'Welcome to the show [your name]. [This is for production/editing purposes].
2. On the day of the interview, please make sure that there is no noise or other background distractions. This includes open windows if you are in a noisy area. I've had birds chirping in the background, trucks revving, children, dogs, and squeaky chairs, sound of your email program bell – you name it, we've had it.
3. Please turn off your mobile phones and any other phones or equipment that may suddenly make a noise i.e. speakers [I accidently left my speakers on when I was doing an in-studio recording and half-way through the interview my trusted virus program told me she had updated the latest virus program. So, yes, it happens to all of us]



4. Make sure you drink plenty of cold water and have water handy during our interview. A dry mouth will affect the quality of your voice – and I want you to sound great!!
  
5. **Please try to keep your answers short and sweet.** We want this to be a conversation – not a lecture. I'll be able to prompt you with some of the questions you have provided, along with the questions I may come up with during the call. And, I will interject during the conversation to keep it moving if/when I feel necessary. Again, I want to make sure you are presented in the best possible light!

Think of our interview as a conversation that you are having with a colleague or friend. Just be natural and more importantly, just have fun!!

Speak soon!

*Annemarie*

Annemarie Cross – The Podcasting Queen  
Award-Winning Podcast Host & Producer