

# Generic Avatar Audio Text

## General Preparation

1. You can record your text on your PC or smartphone. (See Appendix One for acceptable file formats.)
2. Be relaxed and in a quiet environment.
3. When you breathe, do not do this too close to the microphone in case it records “heavy breathing”.
4. Speak clearly and keep your tone steady and speak in a natural way.
5. It’s important that your audio has clear (or even exaggerated) enunciation and pauses in between sentences.
6. The recording should last about 2 minutes, that’s about 300 to 350 words.

## If you want to use your own text

Choose a topic that you feel comfortable to talk about.

It can be anything, as long as it helps you enter “presenter mode”. For example:

- Deliver a Product Update.
- Introduce Your Business.
- Give a Self Intro.
- Give a Sales Pitch.
- Give a Training Lesson.

Or, if you prefer, we have prepared a 2 minute script for you.

**N.B.** The instructions in **green** are there to prompt you take short pause. They are not meant for you to read them out. Where you see **red script**, you should enter your details.

## 2 minute Generic Script

Hello, Everyone! My name is (**insert your name**). I'm feeling really good right now with a speaking in a relaxed tone, and I'm very confident that I can do well on this recording. I'm in front of the microphone and ready to start.

<Close your mouth and breathe through your nose>

My tone of voice is steady, and I'm speaking in a natural way. I'm taking a pause between sentences, closing my mouth and breathing through my nose. I'm in a relaxed mood, and this recording process is really fun.

<Close your mouth and breathe through your nose>

My tone of voice is steady, and I'm speaking in a natural way. I'm taking a pause between sentences, closing my mouth and breathing through my nose. I'm in a relaxed mood, and this recording process is really fun.

<Close your mouth and breathe through your nose>

I also want to share something interesting with you. I'm thinking about some happy memories, and it's making me feel like life is very full and interesting. I'm holding onto this relaxed and happy mood and hoping to keep it forever.

<Close your mouth and breathe through your nose>

If you like my voice or have any suggestions as to how I can improve my voice, please do let me know. Feedback is always helpful, even when it is critical. That's how we learn after all.

<Close your mouth and breathe through your nose>

If there any special words or technical vocabulary that I use, I will enunciate them here, for example, (**insert your words**).

<Close your mouth and breathe through your nose>

I am really curious to hear how my clone sounds. It'll be really strange to hear somebody else speaking like me; especially if I start speaking foreign languages.

<Close your mouth and breathe through your nose>

It's a great pleasure to meet you today, and I'm looking forward to seeing how this recording turns out. So far, everything has gone well, and I hope things are going well for you too.

<Close your mouth and breathe through your nose>

OK, that's it. I'll now send my audio file over to TradeTech, but first I'll check it to make sure I'm happy with the recording.

## Appendix One – Preferred Audio file formats

### M4A

The **M4A is an mpeg-4 audio file**. It is an audio-compressed file used in the modern setting due to increased quality demand as a result of cloud storage and bigger hard drive space in contemporary computers. Its high quality keeps it relevant, as users who need to hear distinct sounds on audio files will use this over more common file types.

### MP3

The **MP3 audio file** is an MPEG audio layer 3 file format. The key feature of MP3 files is the compression that saves valuable space while maintaining near-flawless quality of the original source of sound. This compression makes the MP3 very popular for all mobile audio-playing devices, particularly the Apple iPod.

### WAV

A **WAV audio file** is a Waveform Audio File that stores waveform data. The waveform data stored presents an image that demonstrates strength of volume and sound in specific parts of the WAV file. The WAV is typically used on Windows systems.

### WMA

The **WMA (Windows Media Audio)** is a Windows-based alternative to the more common and popular MP3 file type. What makes it so beneficial is its lossless compression, retaining high audio quality throughout all types of restructuring processes.

If you cannot provide the audio file in one of these formats, [please let TradeTech know](#).