

Assessing Audio

The recording:

- Good recording level? (-15 to -10db for speech)
- Correct file type and sample rate? (PCM wav, 44.1kHz / 16bit)
- How well was the recording identified at the beginning:
e.g. names, titles, spellings, dates, locations, relationships
- Did the unedited recording reach the requested duration?
- Was an atmosphere track recorded?

Sound quality:

- What kind of space was it recorded in?
- Does the space enhance or detract from the recordings purposes?
- Are there other sounds that enhance or detract from the recordings purpose?
- Are the voices too close or distant from the microphone?
- Is there a good sound balance between interviewer and interviewee?
- Is the interviewer using noddies or are they verbalizing (e.g. mmm, yes)
- Is there unwanted noises like popping, wind noise, electrical interference?

How could have the original recording be improved?

Editing:

- Is the editing too tight? (e.g. jumping from one word to another)
- Can the edits be heard? (e.g. clipped sounds, atmosphere jumps)
- Has it been edited for clarity and consistency?
- Is there a clear narrative structure? (start point – end point)
- Is the edited version engaging?

Has the integrity of the original recording been maintained?

Broadcast ready:

- Did the unedited interview reach the requested duration?
- Does the edited audio have clean in and out point?
- Is it at the correct broadcast level?
- Is the file clearly named? (e.g. banks_response_23Apr2012_CUT.wav)
- Have the In words, Out words and Duration been noted down?