

TITLE OF PIECE	
LENGTH	
PRODUCER'S NAME	
ISSUE	

Creating an audio feature takes careful preparation before you actually start recording sounds. Please ensure you have completed the following tasks before you go out and begin recording material and collecting content. It is important to ask yourself the following questions:

- What is the issue that my audio feature is dealing with?
- What do I know about the issue? Have I conducted enough research for my piece to be informative?
- Are the questions I have prepared 'loaded'? Are they biased or open?

Before you start recording you must:

- Conduct some research about your topic or issue by using the library or the internet
- Write a summary of your issue: why is it important or relevant to you or the community
- Map or plan how your audio piece is going to look like on the mapping sheet provided
- Come up with three questions you can ask people as vox-pops
- Script and intro (introduction) and outro (summary)
- List at least three sound effects you can use in your piece
- List at least two pieces of music you could use with your piece

The Issue

In the space below write down the issue you are exploring and list some of the key facts or opinions relating to it. What are the different opinions? What is some of the background to the issue? Who are the key people involved in the issue?

What is your issue?	
Who are the key people or organisation involved?	
Summarise your issue and the opinions that relate to it	

The Questions

The reason why we conduct interviews and ask questions is find out more about a subject. When preparing your questions make sure that they are open-ended: you want the person you interview to give you more than just a yes or no answer. Use questions that start with **why? how? or what?** as these are more likely to get a good response. Why do you think Essendon is better than Collingwood? How does it impact upon the wider community? What are the likely outcomes?

Question 1	
Question 2	
Question 3	

The Intro

An intro is designed to introduce the audience to the issue you are exploring. For example, if you are exploring the issue of drug in sport, your introduction should give the audience a brief explanation of the issue before moving on to the questions:

Drugs. It's a well known fact that drugs can enhance the performance of professional athletes. They make sprinters run faster, swimmers swim faster and footballers kick further. But should they be banned or should all athletes be encouraged to use them? And what about the side effects...

Remember - you want to encourage people to listen, so the more creative or interesting your intro is, the greater the likelihood of people tuning in to the rest of your piece

What is your Intro?	

The Outro

An “outro” is designed to summarise the key findings of your piece. For example, if you are exploring the issue of logging Tasmanian forests and most of the people interviewed were against logging, your intro could read:

Logging of Tasmanian forests is an issue that resonates with a wide variety of people. As we found, most people are against the logging of forests and it is an issue that is sure to spark further debate as more and more trees disappear from our State.

Be careful not to end your piece with “goodbye” or “see you later”. In most cases, it is good to leave the audience with a question to ponder. Alternatively, you could finish your piece the summary of an expert giving their opinion. Be creative.

What is your Outro?	

Music and Sound Effects

Music and Sound Effects are used in an audio piece to provide listeners with a sense of place and to draw out some of the key issues that are being dealt with. You can use music to create a sense of drama or apprehension or to signify a time or a place. You might want to use fast paced music to give your piece a sense of urgency or you may want to use classical music to produce a calming or tranquil effect. Remember: only use music when it is appropriate and ensure that the levels are kept really LOW. You want people to be able to hear the words that are spoken clearly.

Sound Effects are also a great way of making your piece sound interesting to listeners. When choosing sound effects, think of what effects, noises and sounds will help to transport your listeners somewhere else. If your piece is about car racing, use the sound effect of a car; if it's about sheep sheering, find a sound effect for sheep. Be creative. You can find sound effects by visiting <http://www.sounddogs.com>.

What are the five sound effects that you will be using for your piece?

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List two pieces of music you could use for your feature

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Mapping your Audio Feature

It is important to carefully plan your audio feature before you go out and record it. Fill in the sheet below and make sure you include all of the elements listed in your piece including:

- Music
- Intro
- Vox-Pops
- Interviews
- Sound Effects
- Outro

TRACK 1	
TRACK 2	
TRACK 3	
TRACK 4	