

SELF REVIEW: LISTENING CHECKLIST

This checklist has been taken from the workbook given to all participants who attend the 2RPH Professional Development workshop on Techniques for Presenting Information on RPH Radio.

This training has been developed in conjunction with the Community Media Training Organisation (CMTO).



Listening checklist

Listen to your voice on-air via the **Newspapers on Demand** link on the 2RPH website. It can be found here:

<https://www.2rph.org.au/listen/news-on-demand>

Proceed through the following checklist to review your preparation of your reading shift.

- ☐ Did your voice rise and fall in a natural pattern?
- ☐ Did you speak clearly and maintain a constant volume?
- ☐ Did you sound “out-of-breath” at any point?
- ☐ Did you read at an acceptable speed?
- ☐ Did you stumble over words or continually misread or mispronounce words?
- ☐ Did you speak confidently?
- ☐ Did your voice become mechanical or contrived when reading scripts?
- ☐ Did you move smoothly from one segment to the next?
- ☐ Did you adopt an appropriate tone to match your material? (*Did you smile when appropriate? Were your readings different according to the material?*)
- ☐ Were there any extraneous noises (popping, hissing, paper, jewelry)?
- ☐ Any other comments you would list for yourself?

Thank you! If you have any questions on the above, please speak with Technical Manager Peter Worthington.

This checklist was taken from the Techniques for Presenting Information on RPH Radio workbook. 2RPH holds three professional development workshops each year for broadcast volunteers who have served for at least 12 months.