

GENERAL TIPS FOR RECORDING PODCASTS/VOICEOVERS

1. Not too close to, not too far from the mic. About 6 inches from a quality podcast-style mic is often the sweet spot; use the span of your hand (tip of thumb to tip of pinky finger) to measure from the mic to your lips. This should help minimize mouth noises, breath sounds, and extremes in consonants (see below).
2. If you tend to speak quietly, you may want to move a little closer, e.g. use the width of 4 fingers. If you tend to speak more loudly, you may want to be between 6-12 inches from the mic. Remember, quality mics are designed to pick up sound effectively, so you don't need to try to project or get unnecessarily close; finding the sweet spot for your voice can help prevent overwhelming the mic.
3. Speak clearly but naturally, but don't over-annunciate. Avoid/minimize hard "sss" or "p/puh" or "buh" or "t" or "ffff" or "guh" sounds and other consonants.
4. Record in a quiet (preferably not echoey) room and be aware of noises. Again, quality mics tend to pick up a LOT more than you may think, and depending on the kind of noise, editors may or may not be able to remove it from your recording - especially if it occurs while you are talking.
 - a. Be aware of outside noises (construction, yard work, traffic, dogs barking, wind, rain, etc.)
 - b. Be aware of inside noises (voices in another room, ticking clocks, noisy fans, etc.)
 - c. Be aware of body noises (burps, sniffs, gurgling stomachs, a squeaky chair if you shift position, etc.)
5. Tip: pause and start again if there's a noise, you make a noise, or if you mis-speak or stumble over your words.
 - a. For example, if a loud truck drives by, or your stomach gurgles, just pause and say "starting again" and then start at the beginning of that sentence or paragraph that was interrupted. You do not need to start the entire recording over. Your pause and restart can be easily edited out and saves everyone time.

- b. Example 2: if you get tongue tied, or say something incorrect (e.g. you said the scripture was Exodus 37 when you meant Ezekiel 37), follow the suggestion above to pause and restart.

See <https://www.podcasthowto.com/how-far-your-mic/> or similar for additional and expanded thoughts.