

# Voiceover & Narration — Workbook

This workbook gives you hands-on exercises, structured worksheets, and actionable checklists for each module of the Voiceover & Narration course. Work through each section in order, completing exercises before moving to the next module. The templates at the end are ready to adapt for real client projects the moment you book your first job.

## Home Studio Setup & Gear Selection

Apply the gear selection and acoustic treatment principles from Module 1 to audit your current space and make a concrete purchase or DIY treatment plan.

### Exercise: Room Clap Test and RT60 Baseline

Before spending anything on treatment, measure your room's current acoustic performance. Stand in the center of your intended recording space and perform the three-step test below.

- Clap sharply once and describe what you hear: is there a flutter echo, a smooth decay, or very little reverb? Write your observation in plain language.

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- Record 30 seconds of room tone (silence, no talking) in your DAW. Check the average level on the meter. What is your noise floor in dBFS?

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- If you have Room EQ Wizard installed, run the RT60 sweep and record the measured RT60 at 500 Hz, 1 kHz, and 2 kHz. If not, estimate from the clap test: under 300ms (short decay), 300–600ms (noticeable reverb), over 600ms (echo-heavy).

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- Based on your measurements, which of the four acoustic problems from Lesson 2 does your room have? List each one present.

### Worksheet: Gear Selection Budget Plan

Fill in each field to build your personal gear purchase or upgrade plan. Use the tier recommendations from Lesson 1 as your starting reference.

Current microphone owned (model or 'none')

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Current interface owned (model or 'none')

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Recording software currently used

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Total available budget for gear upgrades (\$)

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Microphone selected (model + tier justification)

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Interface selected (model or 'not needed — USB mic')

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Acoustic treatment priority 1 (item + estimated cost \$)

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Acoustic treatment priority 2 (item + estimated cost \$)

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Total planned spend (\$)

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Purchase sequence (what you buy first and why)

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### Checklist: Session Setup Checklist — Before Every Recording

- Microphone positioned 6 inches from mouth at 45-degree off-axis angle
- Pop filter in place between mouth and capsule
- Interface gain set so peaks hit -12 to -6 dBFS during a loud test sentence
- DAW session created at 48 kHz / 24-bit with three-track template (Raw / Edit / Master)
- Phone, notifications, and HVAC switched off
- 30 seconds of room tone recorded at session start
- Noise floor confirmed at -60 dBFS or better on room tone region
- Headphones plugged in for direct monitoring (not speakers — avoids feedback)

### Exercise: Reaper Three-Track Template Build

Open Reaper and build the three-track session template described in Lesson 3. Save it as a project template so every new session starts correctly.

- Create Track 1 (Raw): add your interface input as the recording source. Add no plugins. Set the track color to red as a reminder not to edit this track.
- Create Track 2 (Edit): add a high-pass filter plugin at 80 Hz and a noise gate. Set the gate threshold so room noise is gated out but breath sounds pass through. Document the gate threshold value you settled on.
- Create Track 3 (Master): add your four-plugin chain in order (HPF, EQ, compressor, limiter). Document the settings you used for each plugin. Record a 60-second test read and check that your output peaks at -3 dBFS and your LUFS reads between -18 and -23.

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## Performance Coaching & Script Technique

Practice the warm-up routine, the PPP framework, and the 3-take cold read method on real scripts to build muscle memory for performance consistency.

### Exercise: 10-Minute Warm-Up Log — 5 Consecutive Days

Complete the 10-minute warm-up protocol from Lesson 4 each morning for five days, even on days you are not recording. Log your observations after each session.

- After Day 1: describe how your voice felt before and after the warm-up. Did you notice any change in clarity, range, or fatigue during the session that followed?
  - After Day 3: did any warm-up exercise feel easier or more natural than on Day 1? Which one still feels awkward or produces inconsistent results?
  - After Day 5: compare your Day 1 and Day 5 recording of the same sample sentence (record both at the same gain setting). Describe any audible difference in consistency or dynamic range.
  - Based on 5 days: identify which single warm-up exercise you are most likely to skip. Write a specific plan (time of day, location, minimum version) for doing it anyway.
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## Worksheet: Script Markup Practice Sheet

Choose a real 60-second ad script (from a publicly available source or a sample from the course resource folder). Complete this worksheet for that script.

Script source and product category

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Target audience (one person description)

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Intended emotional register (choose: warm/authoritative/playful/urgent/professional)

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Target WPM for this script format

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Number of breath marks added (single slash)

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Number of full breath marks added (double slash)

---

Words circled for slow-down (list up to 5)

---

Tone notes added in margin (list each with location)

---

Take 1 duration in seconds (baseline read)

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Take 2 duration in seconds (directed read)

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Difference in seconds between takes

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One specific thing you changed between Take 1 and Take 2

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### Checklist: Pre-Take Self-Direction Checklist

- Identified the single person this script is written for
- Applied the four direction buckets: tempo, emotion, technical, character
- All breath marks and emphasis marks added to the printed script
- Completed full 10-minute warm-up within the last 60 minutes
- Drank 250ml room-temperature water at least 20 minutes ago
- Reference read (if provided by client) listened to and muted
- Take 1 baseline recorded before applying any direction
- Playback of Take 1 reviewed with the three diagnostic questions

### Exercise: The 30-Second Diagnostic: Three Reads Compared

Record the same paragraph three times with different intentional direction choices. Use the same script for all three takes.

- Take A — flat read: read the paragraph with no intentional emphasis on any word. Play it back and identify the two most emotionally flat sentences.
- Take B — over-directed read: deliberately over-emphasize every underlined word. Play it back and note

where it sounds artificial or performative.

- Take C — calibrated read: aim for the space between A and B — conversational but intentional. Play it back and answer: does this sound like one person talking to one other person?

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## Post-Production & Quality Control

Build your editing muscle memory with a structured QC workflow, configure your plugin chain, and produce your first clean, standards-compliant VO delivery.

### Exercise: Two-Pass Edit on a Real Recording

Take a raw recording of at least 3 minutes (your own or a practice read) and perform the full two-pass edit described in Lesson 7. Document your process.

- Structural pass: how many failed takes and false starts did you remove? What was the total duration of the raw recording before and after the structural pass?
- Cleanup pass: list every edit you made in the cleanup pass (e.g., removed mouth click at 1:23, reduced breath at 2:47). How long did the cleanup pass take?
- After both passes: run your Youlean Loudness Meter measurement. What are your LUFS integrated, peak dBFS, and noise floor readings? Do they meet ACX standard (-18 to -23 LUFS, -3 dBFS peak, -60 dBFS noise floor)?
- Identify one edit you were tempted to make but chose not to (a breath sound, a pause). Explain why you kept it.

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### Worksheet: Plugin Chain Settings Log

Configure your four-plugin chain on a real VO recording and document every setting. Use this log as your starting point template for future sessions.

HPF plugin name and cutoff frequency (Hz)

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EQ plugin name

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EQ boost frequency (Hz) and amount (dB)

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EQ cut frequency (Hz) and amount (dB)

---

Compressor plugin name

---

Compressor ratio

---

Compressor attack time (ms)

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Compressor release time (ms)

---

Compressor threshold (dBFS)

---

Average gain reduction on peaks (dB)

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Limiter plugin name

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Limiter ceiling (dBFS)

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Output LUFS integrated after full chain

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Output peak dBFS after full chain

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Notes on what changed from default settings and why

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### Checklist: Pre-Delivery QC Checklist

- File format is WAV (not MP3 unless client specified)
- Sample rate matches project spec (44.1 or 48 kHz)
- Bit depth is 24-bit or 16-bit per client spec
- Integrated LUFS is within target range for platform (ACX: -18 to -23; streaming: -14; broadcast: -23)
- True peak is below -1 dBFS
- Noise floor is -60 dBFS or quieter on room tone region
- No clipping artifacts visible in waveform
- Head silence is 0.5–1 second
- Tail silence is 0.5–1 second
- File named exactly per client naming convention
- Delivery notes document drafted (3–5 bullet points on approach and pronunciation choices)
- Files compressed into a folder or zip matching client delivery instructions

## Booking VO Work: Platforms, Rates, and Client Relationships

Build your casting platform profile, practice quoting using the GVAA rate guide, and create your personal client intake and follow-up workflow.

### Worksheet: Casting Platform Profile Audit

Complete this worksheet for the casting platform you are registering with or already have a profile on. Review each field critically as a client would see it.

Platform name

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Demo uploaded (Y/N) and demo duration in seconds

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Number of niche categories selected on profile

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Niche categories listed (max 3 recommended)

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Bio word count (target: under 75 words)

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Bio draft (write it here for review)

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Studio specs mentioned in bio or separate field (Y/N)

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Turnaround time stated on profile

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Response time goal you are committing to (hours)

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Mobile notifications enabled (Y/N)

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### Exercise: Rate Card Practice: Quote Three Hypothetical Projects

Use the GVAA Rate Guide and the quoting framework from Lesson 11 to build a formal quote for each of the three hypothetical projects below. Write out each quote in full.

- Project A — E-learning module: a corporate client needs narration for a 45-minute HR compliance training. Script is 5,400 words, conversational tone, delivery as WAV 48kHz/24-bit within 5 business days. Calculate finished minutes at your target WPM, apply the GVAA e-learning rate range, and write the complete quote including revision terms and payment schedule.
- Project B — Internet commercial: a local retail brand needs a 60-second web-only video ad with national usage rights. Script is 140 words. Apply the GVAA internet commercial rate with a usage multiplier for national rights and write the complete quote.
- Project C — Rush telephony: a call center client needs 15 IVR prompts totaling 8 minutes of finished audio delivered within 24 hours. Apply the GVAA telephony rate plus a 25% rush surcharge and write the complete quote.

### Checklist: New Client Onboarding Checklist

- Client intake form sent and returned before recording begins
- Pronunciation guide or glossary received (or confirmed not needed)
- Reference read or style direction received (or confirmed not needed)
- Delivery format and platform confirmed in writing
- Quote accepted in writing (email confirmation minimum)
- 50% deposit received before recording begins (for first-time clients)
- Deadline and milestone dates confirmed
- Client added to CRM or tracking spreadsheet with style notes
- Files delivered with delivery notes document
- Payment terms reminder sent with delivery (50% balance due on delivery)
- Follow-up sent within 7 days of project close
- Client notes updated with feedback and preferences for next booking

### Exercise: Referral Network Mapping Exercise

Identify five adjacent service providers who could be referral partners and draft a short outreach message for one of them.

- List five specific professionals in adjacent roles (video editor, instructional designer, podcast editor, animators, marketing agency producer) who you already know or can identify on LinkedIn. For each, note one reason they would have regular VO needs.
- Choose one person from your list. Write a 3-sentence LinkedIn message that: (1) identifies who you are and your VO specialty, (2) explains the mutual referral value concisely, (3) proposes a 15-minute call or suggests swapping contact details. Do not send it yet — bring it for peer review first.
- After receiving feedback on your message draft: revise it, send it, and log the response date. Track whether this contact generates a referral within 90 days.

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## Your Action Plan

1. Within 48 hours: complete the Room Clap Test and noise floor measurement, then write your gear purchase or DIY treatment plan with a specific budget and sequence
2. Within 1 week: build your Reaper three-track session template, record and measure a 60-second test read, and confirm you meet -60 dBFS noise floor and -18 to -23 LUFS targets
3. Within 2 weeks: complete the 5-day warm-up log and record the same paragraph on Day 1 and Day 5 to measure your performance consistency improvement
4. Within 3 weeks: mark up and record a full 60-second script using the 3-take cold read method, perform the two-pass edit, and deliver a QC-compliant WAV file to yourself
5. Within 4 weeks: configure your four-plugin chain and document all settings in your Plugin Chain Settings Log as your personal starting-point template
6. Within 6 weeks: record your e-learning demo (90 seconds, 4–5 clips, music beds included) using publicly available scripts and produce it to broadcast-quality standards
7. Within 8 weeks: register on your chosen casting platform with your demo uploaded, bio written, and 2–3 niche categories selected; commit to a response-time goal and enable mobile notifications
8. Within 10 weeks: submit your first 5 auditions using the quality-over-quantity strategy (only auditions within 15% of your rate range and matching your demo style)
9. Within 12 weeks: identify and reach out to 5 adjacent referral partners using the outreach message you drafted and refined in the workbook exercise
10. Ongoing: after every client project, update your CRM notes, send the 7-day follow-up, and add one entry to your three-line session log to maintain your personal performance gap analysis













