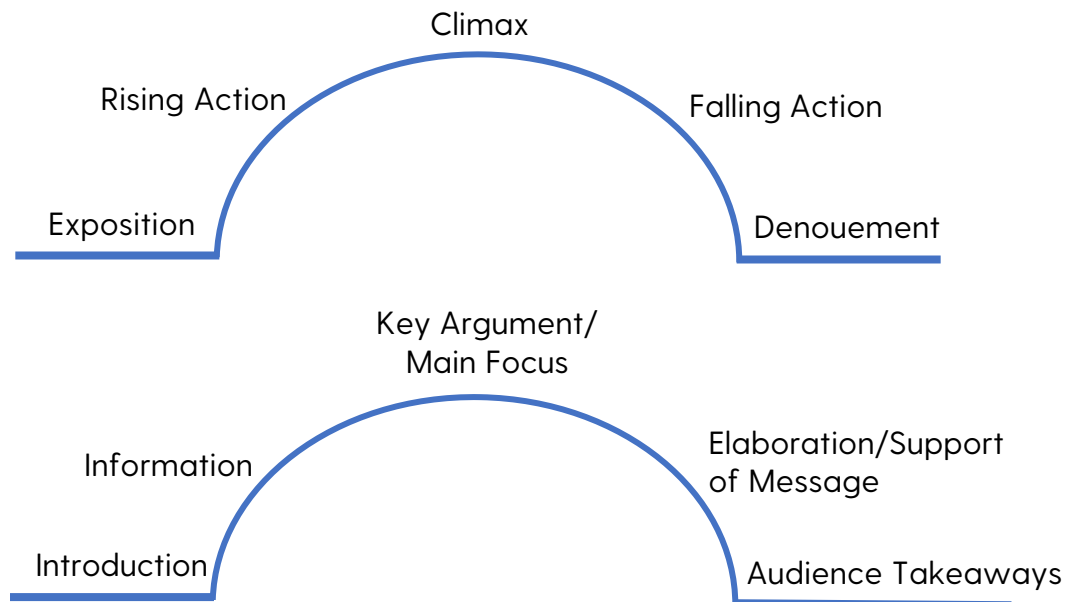# A Guide to Writing and Producing a Winning Essay

Prepared by the University Writing Center and Library, Museums & Press

Creating the Narrative: Much like a story, successful audio essays rely on moving the audience through the narrative with a strong literary focus and compelling writing. Therefore, remember the components of a story and adapt it for your audio essay.

Climax

Rising Action

Falling Action

Exposition

Denouement

Key Argument/
Main Focus

Information

Elaboration/Support
of Message

Introduction

Audience Takeaways

Writing for the Ear: Effective audio presentations rely on the audience's ability to comprehend the speaker's message. It is also built upon one's ability to create an engaging script. Below are some tips for "writing for the ear."

1. Keep sentences short and use simple vocabulary to promote understanding
2. Utilize active verbs to create a more engaging piece
3. Convey imagery and emotion through descriptive language
4. Be yourself—write in a style that is true to who you are

Need further assistance with your audio essay?
Schedule an appointment with an OCC today!
Writingcenter.udel.edu

oral communication consultants

Recording your audio essay

Student Multimedia Design Center (SMDC):

- Located on the lower level of Morris Library.
- Reserve a studio to record your audio essay.
    - Studio 2: Windows PC
    - Studios 3, 4, and 6: Mac
- Borrow equipment and get help at the SMDC desk.

Studio reservation policies:

- Reserve a studio by calling (302) 831-8832 or visit the SMDC desk.
- Reservations can be made up to a week in advance.
- Walk up reservations welcome if the space is available.
- If you need more time, check at the desk within the last 15 minutes of your reservation. You can renew for 2 hours if it is available.

Studio tips:

- Make sure the input is set to the studio microphone.
- Don't save your project to the computer; will be deleted when computer restarts.
- External Hard Drives are best for storing multimedia projects.
- Export your finished audio essay to an MP3 file.
- Ask for help at the desk if you are unsure about anything!

Using your own computer + mic:

- If you want to record outside of the library, borrow a USB mic at the SMDC desk.
- Find a quiet area to record; avoid big open spaces that will create an echo.
- Download Audacity on your computer; available for Windows and Mac.
- **Important note**: Audacity is not currently supported in MacOS Catalina. If you recently updated your MacBook, use Garageband instead.
- Software guides available at **https://guides.lib.udel.edu/audio/edit**.

**For more information about SMDC resources
visit library.udel.edu/multimedia**

SMDC Desk hours:
Monday-Thursday: 8am-12am
Friday: 8am-8pm
Saturday: 9am-5pm
Sunday: 11am-12am

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