**AUDIO RECORDING ASSIGNMENT**

**Scenario:**

You write and produce broadcast announcements for a radio station. Your station receives numerous requests each week for public service announcements (PSAs) from local churches, schools, youth groups, and other non-profit organizations. Your station is noted for informative and quality PSAs.

**Assignment:**

1. Your task is to choose an organization and event for which you will produce a PSA. You may choose a public or private school activity, youth sports group, church event, food bank, animal protection group, conservation group, charity, senior citizen group, etc.
2. Write a 30-second PSA for that organization.

(The Sample Audio Script (.pdf) is an example of a 30-second Public Service Announcement.)

* 1. Use a word processor
* Use 12-point Arial type
	1. Use appropriate language and grammar
	2. Print your PSA
	3. Obtain approval (signature, initials, stamp, etc.) from your instructor
	4. See required elements and point system shown on the scoring rubric
1. Produce a 30-second PSA.
	1. Use the sound recorder software on your PC
	2. Refer to your notes from the introduction and guided practice
	3. See required elements and point system shown on the scoring rubric
2. Save your recorded PSA in your personal class folder.
3. Save your recorded PSA in the folder for grading required by your instructor.

**Materials/Equipment needed:**

1. Computer
2. Word processor
3. Audio recording software
4. Microphone
5. Speaker
6. Printer