

Q.

# **Definition of Audio and Radio terms**



## **Actuality:**

Material recorded on location-ie not in a studio. Sound that the listener needs to hear rather than be aware of in the background. Unlike “Wildtrack”- see notes below. Can be words in another language which are then overlaid by a translator.

## **Back Anno:**

The words read by the presenter to tell the listener to what or whom they have just been listening to.

## **Bulletin:**

A news broadcast of between 01:00 and 05:00 minutes, usually at specific points in a programme. It includes copy, clips and voicers etc.

## **Clean Feed:**

A guest in a remote studio can hear the output of the on air studio without the sound of their own voice. This avoids feedback especially if the guest is listening on speakers rather than headphones.

## **Clip/Cut/insert/Soundbite:**

A self contained 10-18 second sound sequence taken from another longer piece of audio. Must sound complete and unedited. It is used to illustrate previous copy, it must be representative of what was said and generally contains a single thought from the interviewee.

## **Copy:**

The written text of a news story, ready by the newsreader. It varies in duration from 10-40 seconds, 20-30 seconds is the most common length. It is written as you would speak, the first sentence includes intros, the central chat and encapsulates the story. The second provides the background and the third develops the first sentence. Any difficult words such as town names are spelt out how you would say them instead of the correct spelling.



## Cue:

1. The written intro to an interview, package or programme that is read on air by a presenter. It must not repeat the words of the item attached to it
2. The instruction to the broadcaster to start speaking. Can be given as a light cue or a finger point etc
3. The output of one station fed to another station

## Documentary :

Mainly a speech based programme using a range of sound material to tell a complicated story, is usually non biased and contains first hand experiences.

## Donut (BBC Term):

When the studio presenter hands over to the reporter in the field, who has live guests or pre-recorded material that they play in. The studio based presenter may also take part in the discussion and/or play inserts from the studio as well.

## Feature:

A stand-alone piece using a logical structure to tell a complete story. It uses various forms of material, focusing in depth on one topic or issue.

## Headline:

Presents the story in its simplest and shortest form, almost always a single sentence. It informs and provides interest. It is the summary of the bulletin and gives enough information to arouse curiosity without satisfying it.

EG: "The creek without a paddle: why one rower had to abandon ship"

## Jingle/Ident:

Speech, music or a combination of both which identifies the station or programme on air during a programme.

## Links:

The text connecting a clip or actuality to others in a package or programme etc.



## Montage:

A feature composed of different material not linked by a presenter or reporter. The story is told through the juxtaposition of voice actuality, sound clips and music etc.

## Wrap:

A voice report including 2 clips, either cuts or actuality. It begins with the reporters voice, followed by an audio clip, then links to the second cut, audio in between and usually ends on the reporters voice

## Package:

Longer than a wrap. It includes links, interview extracts of 2 or more different voices and points of view, plus music if needed. It tells a story from beginning to end. The shorter the clips, the faster the pace.

## Q&A reporter style:

A question and answer exchange between presenter and the reporter. The reporter writes the cue and questions as the “expert” on the topic. The reporter can cue in news cuts during a Q&A

## Slug:

A one or two word title of a piece. It identifies the written script and any relevant audio, it is normally accompanied with an ID of the type of piece.

EG: Plane Crash/NT copy... Plane Crash/NT voicer... Plane Crash/NT wrap.

## Snap:

A very short headline of a breaking news story.

## SOC:

Standard Out Cue. The way a reporter signs off their report. “This is Shirley Woods, outside the Old Bailey, For CIQ FM News”.



## **Soundbite:**

A clip taken from an interview which sums up succinctly an opinion, experience, situation or feeling.

## **Sting/Stab:**

A very short piece of music to identify a programme or breaking news on air. Also used as a transition tool in podcasts.

## **2-Way:**

An interview between the programme presenter and a reporter or guest in another studio

## **Voicer/Voice Report:**

The reporter reads their own written words. Can be presented as into a bulletin or as a pre recorded material for later use. The cue is read by the presenter.

## **Vox Pops:**

A selection of very short comments from the general public edited together. This is usually in response to a question posed by the reporter off-air. Usually there is no inclusion of the reporter's voice. It should represent all viewpoints for balance, and various types of voices- young, old, female, male etc.

## **Wildtrack:**

Background noise or ambiance that establishes the location of the broadcast for the listener. It is good practice to get a few minutes of background noise before an interview as it may be useful in the editing process.