# Voice Over Script Review Checklist

Review your voice over scripts before recording.

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|  | **Complete** | **Comments** |
| Writing and Flow |  |  |
| The script has been read aloud |  |  |
| Script flows well; no awkward or clunky sentences |  |  |
| No overly long or complicated sentences |  |  |
| Sentence length varies; maximum length 15-20 words |  |  |
| No grammar errors |  |  |
| Conversational tone is present; not overly formal |  |  |
| First and/or second person (I, we, you) are used |  |  |
| Contractions are used |  |  |
| Emphasis in sentences marked as needed |  |  |
| Pauses marked with punctuation as needed |  |  |
| Possible Pitfalls |  |  |
| Pronunciation guides included for jargon, abbreviations, and acronyms |  |  |
| Numbers and dates are written out or have pronunciation notes |  |  |
| Latin abbreviations are written out or noted: e.g. (“for example”), i.e. (“that is”), and etc. (“et cetera” or “and so on”) |  |  |
| Bullet point lists are rewritten in conversational sentences (first choice) or punctuated for clarity and ease of reading aloud (second choice) |  |  |
| Serial comma included before the last item in a list |  |  |
| Formatting |  |  |
| Readable spacing, font, and font size (at least 12-14 pts) |  |  |
| Screen names clearly labeled |  |  |
| Adheres to additional style guide requirements if appropriate |  |  |

For more information, go to [christytuckerlearning.com/voice-over-scripts](https://www.christytuckerlearning.com/voice-over-scripts/)

Questions? Email me at [christy@christytuckerlearning.com](mailto:christy@christytuckerlearning.com).