

RTN Reader Cklarifications

As there was some confusion amongst readers regarding the handover process from one reader to another in the past we have put together the following standards to work too.

- The first time round every reader can introduce themselves before they read.
- When you have finished reading hand over the next reader by saying "Over to you (NAME)"
- After your first reading we assume the listeners know who is on the team so you can launch straight in to your subsequent readings.
- When you have finished either say the next person's name i.e Nick, Gillian, Pam, Anita or look up and smile at the producer so that they know you have finished.
- Please do not say 'end','finish' or anything else.

By using the above and avoiding the "over to you XXX" this stops us sounding rather 1930's radio.

We have noticed that there are an increasing number of foreign surnames and other words which can cause problems., please use the time between your readings to read through your next piece and anything you can't say, check with the team for a suitable pronunciation before launching in. Also check for mistakes in the press and dates which have passed.

We now recommend not to include any long email addresses or websites, just give the company's name, I.E. Reading's Talking news, and if there is a phone number just include that instead.

It is very important that readers get smooth, fluent reading flow in order to enjoy the article. Also do not comment on the article - we have permission to read articles but not deliver judgement!!

Thank you all for giving up your time to RTN - we can't say this enough times and we want our service to get better and better.