AUDACITY TUTORIAL

1. Link

Audacity: https://www.audacityteam.org/

2. Short description of the tool

Audacity is a multi-track audio editor and recorder for Windows, macOS, GNU/Linux and other operating systems that allows users with basic technical expertise to record live audio, import and edit basic information, however, users with a higher level of competency will be able to combine sound files, and add digital effects easily. A tool which can broadly be used to assess adult learners' level of listening, teachers can create podcasts for all proficiency levels (from A1 to C2). They only need a computer, a microphone and speakers/headphones. Also reading aloud and vocabulary can be practised if teachers use the main functions of this tool.

3. Which language competences can be developed with the help of this tool?

- Listening Comprehension - listening to audio media & recordings
- Production Strategies - monitoring and repair
- Mediating a text - processing text in speech
- Mediation Strategies - breaking down complicated information
- Linguistic - vocabulary range and control, phonological control

4. The requirements concerning the tool

Audacity is a free, open source, cross-platform audio software and does not require you to create an account. Teachers only need to install the programme and it will be ready to use.

5. Language of the tool

The instructions on the website are in English. However, when you download the tool you can choose the language you want to use.

6. Suggested language level (A1-C2)

A1 ☒   A2 ☒   B1 ☒   B2 ☒   C1 ☒   C2 ☒

7. What competences from DigCompEdu Framework does the tool develop?

1. Professional Engagement	1.4 Digital continuous professional development
2. Digital Resources	2.2 Creating and modifying digital resources
4. Assessment	4.1 Assessment strategies
6. Facilitating Learners' Digital Competence	6.1 Information and media literacy
	6.3 Digital content creation

8. How can the tool be used by teachers/learners?

This tool can be used by language teachers to:
- Expand new vocabulary range and assess vocabulary
- Develop worksheets or other supplementary teaching resources

Below you will find some suggestions how to exploit this function.

1. Write a monologue/dialogue that focuses on any topic of learners' interest e.g. cross-curricular competences/ values/ ethics /or even write about the topics they are studying.

2. Record their own tracks (See how to do it in the section *Case Study*).

3. As a warming up exercise, teachers can record keywords and ask learners to repeat them aloud and ask them about their meanings/spellings. Words can be later contextualized by making sentences.

4. The main activity can be designed by removing words to the audio script and asking learners to fill in the blanks while listening.

5. After checking the solutions, teachers can ask comprehension related-questions to check understanding.

6 .If teachers want to expand the learners' vocabulary, another worksheet with vocabulary can be created. Matching definitions with words, crosswords, removing letters, providing synonyms/antonyms are some of the possible exercises.

7. As a follow up, teachers can encourage learners to use *Audacity* to record their own versions. Summaries of the piece of writing, their own perspectives of the issue, advice, warnings, opinions, could be examples of the prospective tasks.

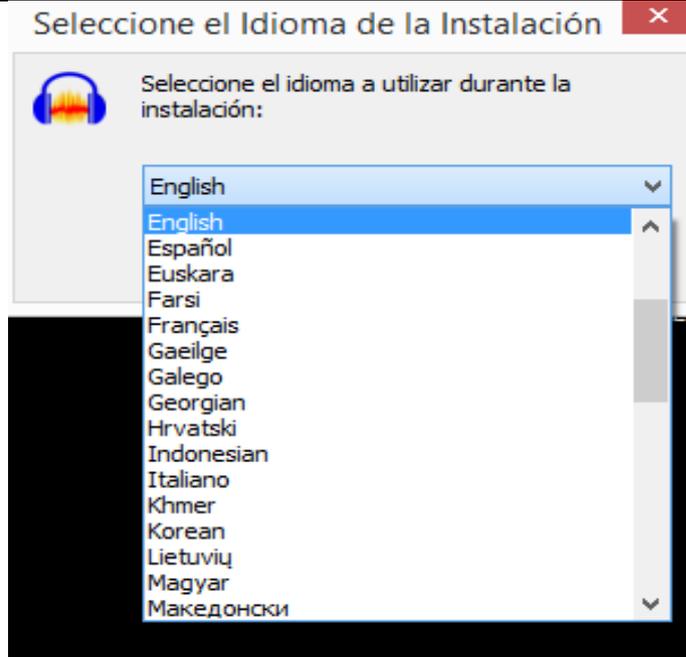Learners can also download the tool and record their own audio files to improve:
- Reading out loud
- Speaking skills (e.g. sustained monologue, speeches, presentations)
- Phonetics/pronunciation

9. Case study – example

1. Go to https://www.audacityteam.org/and install the programme. Click on *Download* that is at the top of the page and choose your operating system (Windows, Mac, or Linux).	

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2. Select the tool language.	**Seleccione el Idioma de la Instalación** ✕ Seleccione el idioma a utilizar durante la instalación: English ▾ English Español Euskara Farsi Français Gaeilge Galego Georgian Hrvatski Indonesian Italiano Khmer Korean Lietuvių Magyar Македонски
3. Pick a text or a passage from a text you have written which contains new vocabulary, or adapt your already existing material to your adult learners' needs to create authentic recordings to work on in your lesson or also as assessment material. With a microphone ready (the computer's or an external one) click on the ***Record*** button ⬤ to start the recording. Click on ***Stop*** to finish your recording.	
4. After recording, the file will be displayed as in the picture.	

IDEAL

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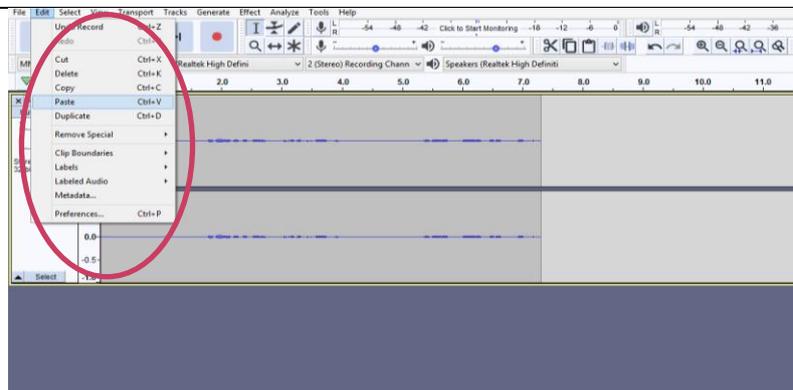of the European Union
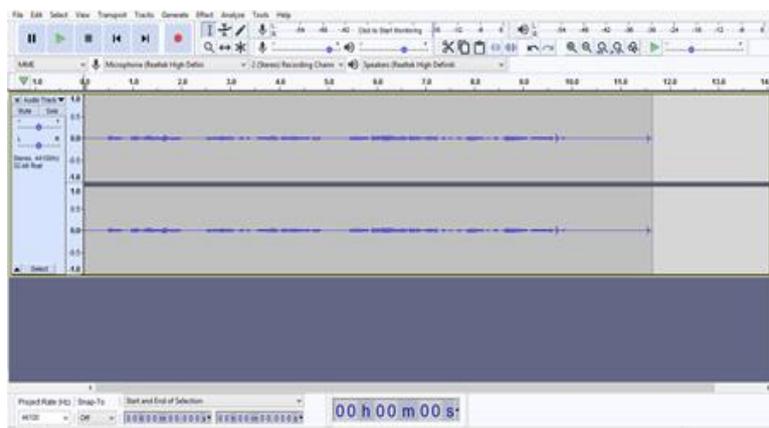
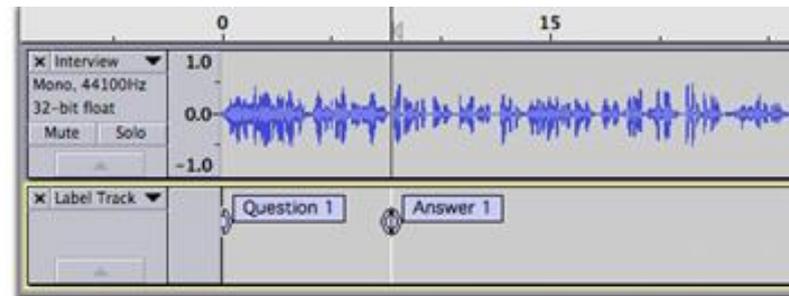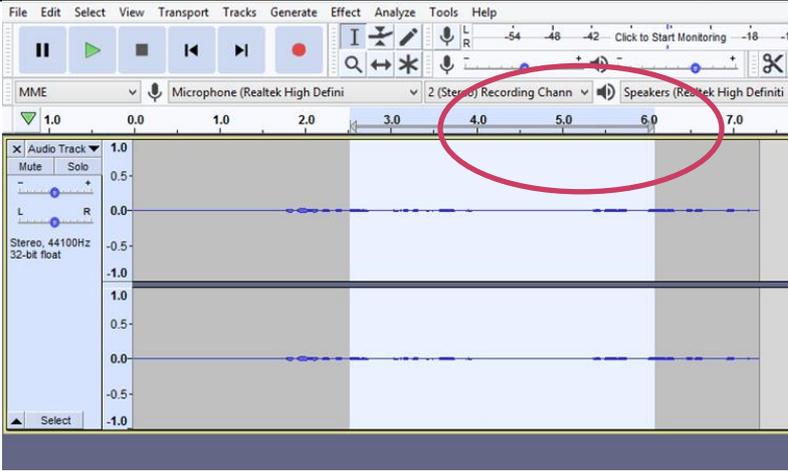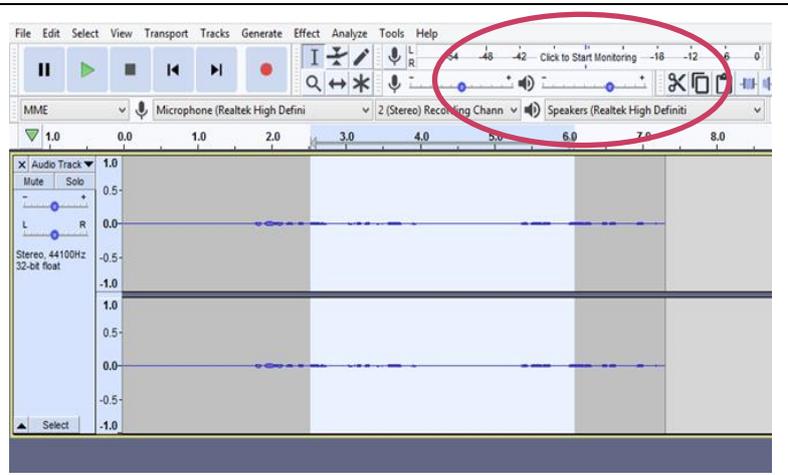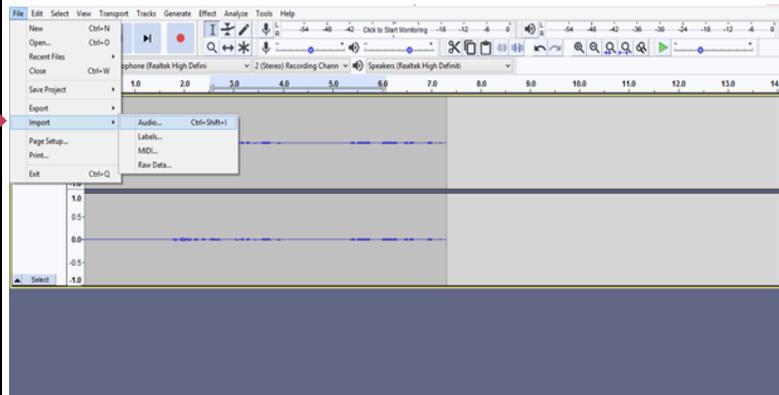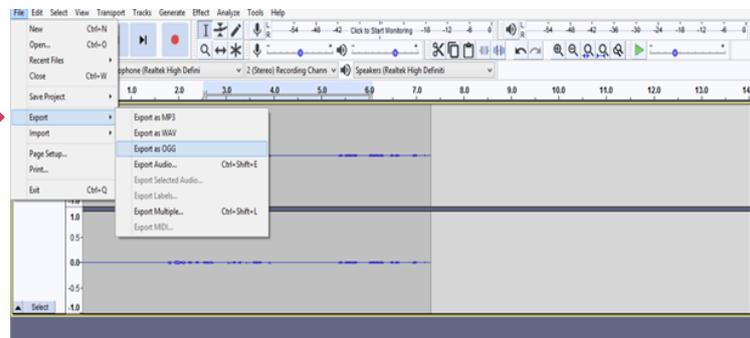|	
5. If you want to listen to the file, use the following buttons: Click on ▶ **Play** to play the recording from the cursor point to the end of the project, or from the start of the selection region to the end of that region. Click on ❚❚ **Pause** to temporarily pause playing or recording. Click on **Pause** a second time to resume. Click on ■ **Stop** to stop playing or recording immediately, you can also release **Pause** if it is pressed again.	
6. To edit a track or sound, select the area chosen to edit, go to the toolbar and click on **Edit**, then choose the action: **Cut**, **Delete**, **Copy**, **Paste**, **Add labels**, etc.	
7.Text labels define different points in an audio track, so they provide a convenient way to mark different stages. Select the first part to add a label, then click on Tracks, add label at selection. The cursor is automatically positioned inside the label, just type the name of the label and then press *Enter.*	
8. The easiest way to control **Audacity** playback and recording is with the Transport Toolbar.	
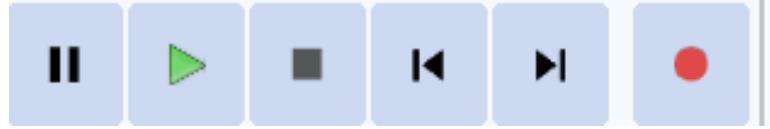
9. You can also adjust the playback volume using the output level slider in the Mixer Toolbar.	
10. If you consider yourself a professional, try to add digital effects to your track. Click on *Effects* and choose the action to be performed (eg. *Amplify*, *Delay*, *Distortion*, *Echo*, *Reverse*), and there are more options to discover	

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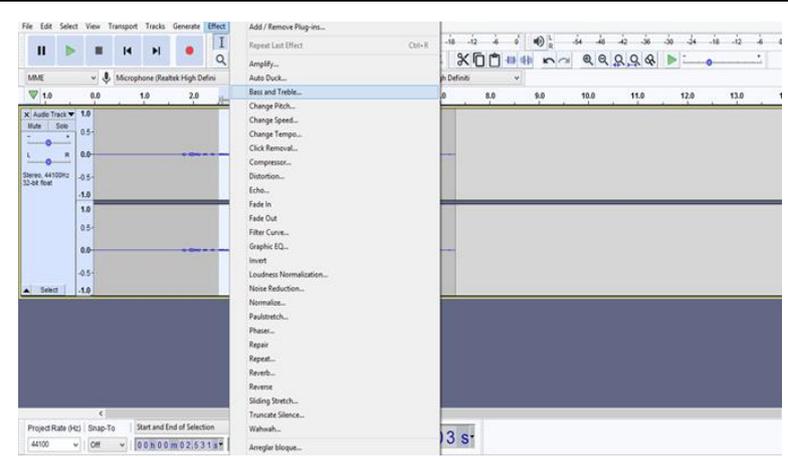
11. Users can also import their podcasts. Go to the file, click on *Import* and select it from your computer.	
12. Once the file is ready (after editing), we click on *Export* and choose one of the options: MP3, WAV, or OGG.	
13. Finally, save it, add an appropriate title and info about the recording and move it to any folder.	

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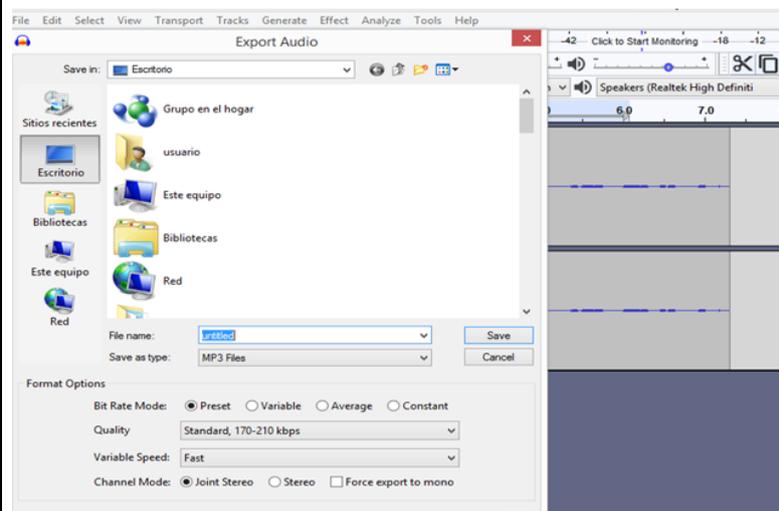
10. Things you have to bear in mind when using the tool

- The software needs to be downloaded (installation process is quick and simple) for which an Internet connection is required.
- You need a computer, a microphone and some headphones/speakers.
- The difficulty level of the tasks can be adapted to the different digital skills of the adult learners/teachers.

11. Similar tools

Free Audio Editor Softonic https://free-audio-editor.softonic.com/
Wave Pad https://www.nch.com.au/wavepad/es/