



Voiceover Script Quality Assurance Checklist

Checkpoints	Complete	Comments
The script has been read aloud	<input type="checkbox"/>	
The script flows well; no awkward or clunky sentences	<input type="checkbox"/>	
There are no grammar errors	<input type="checkbox"/>	
The script contains a conversational tone	<input type="checkbox"/>	
First and/or second person (I, we, you) are used	<input type="checkbox"/>	
Contractions are used if style allows	<input type="checkbox"/>	
There are no overly complicated sentences; variety of sentence length with shorter sentences	<input type="checkbox"/>	
There are pronunciation guides included for jargon, abbreviations, acronyms, and numbers	<input type="checkbox"/>	
Emphasis in sentences marked as needed	<input type="checkbox"/>	
Appropriate punctuation is used to mark pauses	<input type="checkbox"/>	
Readable spacing, font, and font size (at least 12-14 pts)	<input type="checkbox"/>	
Screen names are clearly labeled	<input type="checkbox"/>	
Numbers are written out as you want them said	<input type="checkbox"/>	
Lists are written in conversational sentences (first choice) or punctuated for clarity and ease of reading aloud (second choice)	<input type="checkbox"/>	
Serial commas are used for all lists	<input type="checkbox"/>	
Latin abbreviations are written out or noted: e.g. ("for example"), i.e. ("that is"), and etc. ("et cetera" or "and so on")	<input type="checkbox"/>	

Adapted from: Experiencing Elearning (<https://christytucker.wordpress.com>)