



VOLUNTEER READING GUIDELINES



- ✓ Record your assigned section by 9:00AM *if at all possible*.
- ✓ Try to keep your recording to 20 to 30 minutes.
- ✓ Select a quiet, comfortable, well-lit place to read.
- ✓ Read over the selected stories or articles before recording. Sometimes a story continues on another page, plan in advance and mark your spots accordingly.
- ✓ If you are unsure of the correct way to pronounce a word or name, say it, then spell it and then be consistent with the pronunciation you have chosen.
- ✓ Select *local interest* stories from the City/Local and Sports sections.
- ✓ If you are reading the Obituaries Section, list the names of the deceased first, then proceed to read each obituary.
- ✓ If you are reading the Front Page, read the *Today's Weather* first then all of Front Page end with *Highlights*.
- ✓ If you will be unable to record your assigned section for any reason, **PLEASE** contact the Caring Connections Program Office so we may arrange for a substitute reader for you.