- 1 🔳 The Disc Jockey
- 2 回 Staff Announcing
 - In addition to informing, persuading, and entertaining, the staff announcer must reinforce the station's overall sound. Must blend with production elements and the rhythm and pace of the format.
- 3 回 On-the-Air Performance
 - measured by the announcer's success in attracting listeners among the stations target demographic and hold them
 - * Performance, Operations, Organization
- 4 回 Performance
 - Introducing music
 - entertaining with humor
 - reading commercials, weather, sometimes news and routine announcements (time and temp)
 - general patter ad libbing, etc.
- 5 回 Operations
 - getting program elements over the air using station equipment
 - off-air recording for later replay of in-studio programs or network material
 - answering phones and taking requests
 - Heavy responsibility during periods of emergency or natural disaster.
 - EAS-Emergency Alert System
- 6 回 Organization
 - pulling and organizing music
 - station's program and transmission logs
 - clearing the wire
 - sometimes assembling newscasts
- 7 回 Job Requirements
 - varies with station and market
 - Smaller market jack of all trades
 - Larger market positions more specialized and require more narrowed and refined talents
- 8 回 Basic requirements for staff announcer
 - working knowledge of music
 - ability to garner an in-depth knowledge of a particular music style

- good grammar and pronunciation
- ability to work with equipment
- clear, expressive voice
- resourceful personality and ability to perform

9 回 Equipment

- operation of equipment is a major portion of job
- running a "tight" board important
- some become fixated on equipment and gimmickry at the expense of developing an engaging personality and real communication skills.
- Genuine communication

10 回 Formats

- more than choice of music
 - style of announcing
 - overall pace of program
 - choice of announcers
 - sound of commercial
 - choice of microphones

11 回 Announcer as Communicator

- good voice not the only qualification
- "standard" announcer voice not used much now companion
 - radio's presence not totally involving but provides easy and instant companionship for someone at the beach, in a car, or jogging
- Announcers are hosts and facilitators of a series of 3 1/2 minute programs

12 回 How Not To Be An Irritant

- * Tune out factor need to hold listeners
- Tune-out happens when listeners don't get what they expect.
- 13 回 How Not To Be An Irritant
 - Too Much Hype tone down style
 - Too many reminders about how much music you are playing
 - Endless pre-sell of music sweeps
 - Laughing at in-jokes

14 回 How Not To Be An Irritant

- Stepping on the end of songs
- Stepping on a cold ending
- Getting tricky with call letters
- Always talking over the instrumental and butting up to the start of the vocal

15 回 AC Format

- Avoid artificiality
- Maintain an even pace
- Be well organized transfer of information
- need to provide good companionship
- project adult intelligence

16 回 CHR Format

- Must be able to interact with a young audience
- Many times talking up to the vocal
- Project a very high energy level
- * Have a good working knowledge of the music and listener's lifestyles
- Handle control room equipment smoothly
 - tight board

17 回 Country Format

- much like AC
- varies according to market
- not to "countryfied" today
- Study music and artists
- genuine interest in and appreciation for the music (hard to fake)
- Develop understanding of factors that relate to rural life.

18 回 Easy Listening Format

- resonant and pleasant voice mellow
- mature sounding voice
- ability to read with great accuracy
- basically good voice and diction
- 19 回 AOR Format

- good working knowledge of the field
- intimate and conversational style
- study particular jargon and lifestyle of listeners
- Ability to ad-lib effectively and at some length

20 回 Talk Format

- entire rational is to elicit responses from listeners
- * knowledge in a wide variety of areas essential
- Develop and practice interview skills
- Pay attention to time and timing
- required the ultimate in one-to-one communication
- 21 🔲 Effective On-Air Communication
 - Literacy
 - Energy
 - Consistency
 - Dependability
 - Adaptability
 - Conscientiousness

22 回 Literacy

- *knowledge of language
- reasonable general education
- mispronunciation and grammatical gaffes alienate even an unsophisticated audience
- display overall knowledge of world around you

23 回 Energy

- project an energetic demeanor while on the air
- medium robs energy
- infuse an amount of energy far beyond what occurs in normal conversation
- Voice is all you have on the air
- 24 回 Consistency and Dependability
 - announcers job is repetitious
 - must be consistent
 - average listen is tuning in for a short period of time

- * develop dependable standards of attendance, punctuality, and efficiency
- 25 回 Adaptability
 - The wide variety of tasks that air personalities are called on to perform mandates an individual with an ability to quickly adapt
 - Local or National emergency
 - failed equipment and miscues
- 26 回 Conscientiousness
 - attention to detail
 - Iogs filled out correctly
 - * Commercials must be played
 - Time commitments met
- 27 回 Techniques of Staff Announcing
 - skill comes with practice and experience
 - experiment to see what works and what doesn't
 - learn a great deal by listening to other air people
 - * select elements of their styles with which you can use.
- 28 回 Finding Personality and Perspective
 - be conservative starting out
 - Use imitation and trial and error
 - listen critically to yourself and others
 - Polish delivery with audience in mind
 - put yourself in the place of the listener
- 29 回 Humor and Taste
 - must be balanced
 - must be funny
 - avoid in-jokes
 - Think before you say it. Is it really funny?
 - Don't keep repeating the same line
 - listeners will notice
 - many stations subscribe to humor services
- 30 回 Humor and Taste

- Good taste varies
 - composition of audience and market
 - some announcer famous for bad taste
- Considerable pressure to be funny and come up with things to say. This can lead to saying things you shouldn't.
- When in doubt, err on conservative side
 - * careers are impeded by amateurish attempts to be outrageous or exceptionally funny

31 🔲 Analyzing Yourself and Others

- How to improve your skills
- easy to make comparisons with broadcast personalities
- Analyze strengths and weaknesses of others
- Listen to yourself, Solicit opinions of others
 - * feedback can be tough on the ego