**Subject:** ICT

**Topic:** Editing an audio file

**Key terms:** Opening and inserting audio tracks, tools for editing audio, effects

**Age of students**: 15/16

**Language level**: A2 (students of 9th grade, CLIL beginners stage)

**Time**: 45 minutes

**Content aims**:
**After completing the lesson, the student will be able to:**
Edit an audio file in Audacity.
Name the main parts of the program Audacity.
Insert an audio into the program.
Use tools in the toolbar Edit toolbar and the Tools Toolbar.
Mark and shorten audio.
Use the zoom tool Zoom Tool.
Move the audio with the help of tools for Timeshift tool
Change the volume of audio.
Use a variety of effects on the audio track.
Insert an MP3 file in Audacity program.

**Language aims:**
**After completing the lesson, the student will be able to:**
Use a subject specific language.
Follow the instructions for audio file editing.

Materials:

Computer.
Microphone for recording.
Audio file to practice.

**Procedure steps:**

The introductory section. (5') - Conversation
So far we have learned how to record and save audio. *Audacity* has the ability to add effects, import MP3 files, saving project in various audio formats, removing noise ... Some more advanced possibilities you will explore by yourself.

Main section (35') - Oral

Slide 2 - Before we start editing audio tracks, we have to get to know the main parts of the programming interfaces and capabilities that will be needed for editing audio files.
Slide 3 - To start editing audio, it should be inserted or recorded. The audio will be inserted using the menu *File - > Import - > Audio*. The audio is embedded in the program and is ready for processing.

**EXERCISE 1 (**presentation, discussion, demonstration)
Slide 3 – Insert file named „Song.mp3" found in the Documents folder into the program Audacity and listen it.

Slide 4 - Editing audio is done with the help of tools found in the toolbar for editing *Edit ToolBar*. In the *Edit toolbar* there are known tools to cut, copy, paste, delete, but also lesser-known tools such as cropping and *create silence*. *The Tools Toolbar* is used so that we be able to mark the part that we want to play or edit, reduce or increase the volume, increase or reduce the view of the audio track and move to a specific location.

**EXERCISE 2**
Slide 5 - At the beginning of our audio some strange sounds may appear and if this happens we have to remove them. It is done by using the crop tool *Trim*. Select the part you want to leave with the tool *Selection Tool* and use the crop tool *Trim*. *Selection Tool* is used to indicate the portion of the audio that you want to play or edit. The tool is used by clicking the mouse at the start point and draging it to the desired end point. Audacity will darken the highlighted portion, and until the next selection all changes will apply only to the highlighted portion.

Slides 5 and 6 - crop tool *Trim* deletes parts of songs before and after the highlighted area, and a tool *Silence* converts marked part of sound into silence.

**EXERCISE 3**

Our audio track should be a little changed. At the end of the audio the part starting with three, two, one ..appears, and it should be transferred to the beginning.
With the help of *Zoom Tool*, you enlarge the view of the audio track to make it easier to cut the part that you need.

You do this using tools for marking, cutting and pasting by first selecting part that you want to move. Then you click on the command *Cut* and clicking your mouse to where you want to be (at the beginning of our audio) and choose *Paste* command.

Use *Cut* command to crop of bad / wrong parts shots or excessive gaps between parts. In the same way you can also copy the highlighted portion - only instead of commands *Cut* you choose *Copy* command. When editing audio there are very useful tools for zooming and because of by using that you can easily detect and correct the slightest irregularity of the wave, and if you "zoom out", you

can have a look at the larger whole, or even the entire audio track. *Zoom Tool* is also a tool for zooming, and is located in the toolbar *Edit Toolbar*.

Slide 7 - *TimeShift Tool* is used to capture and move the tape or parts of songs to a specific place, and *Envelope Tool* is used to change the volume over time. To change the volume, select *Tools*, set it to a specific location on the record that we want to increase or decrease, click and drag up or down. This will change the volume of the entire tape.

**EXERCISE 4**

Slide 8 – With the help of *Envelope Tool* change the volume of audio so it looks like in picture. Changing the volume can be achieved so that you put the tool on more places, push and pull. You can change the selected volume also with shifting the white dots.

We mentioned that the Audacity is equipped with numerous beneficial effects. The audio can be processed via the many effects that come with the program, and it is good to know that the effects can be added subsequently.

The effects will be mentioned here, and you'll meet other yourself:
Bass Boost - Bass Boost, Change Speed - acceleration of the marked part for a certain percentage, Change Tempo – accelerating the marked part in percentage, Echo - adding echo, Fade In / Out - gradually increase or decrease the marked audio, Noise Removal - remove noise, Repeat - repeats the marked part a number of times, Reverse - highlighted portion is converted into an audio track that runs backwards.
To apply the effect to the audio, you first have to select it. You can select only part, but also the whole audiotape. When you select it, open the menu *Effect* and select *Effect desired effect*.

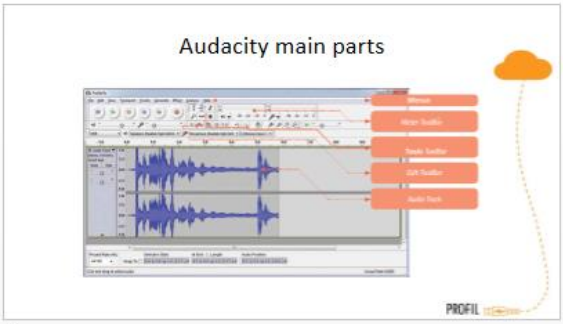
**EXERCISE 5**

Apply *the Echo effect* to the first 10 seconds, and the *Fade Out effect* on the last 15 seconds. Play the made changes. Save audio in the Documents folder under the name „Corrected song.mp3“ using File -> Export Audio. Select the .mp3 format. Also save the project in the Documents folder under the name „Corrected song“ using File -> Save Project.

**Final section (5') - Conversation**
1. Name the main parts of the program Audacity.
2. Name three tools which are located on the Edit Toolbar.
3. How to insert an MP3 file in Audacity program.
4. What is the purpose of Trim and when will you use it?
5. How to save audio file as mp3 and how to save project?
6.Each group has to test a different effect that at the end of the class has to be listened to the other groups.

**Presentation:**

1

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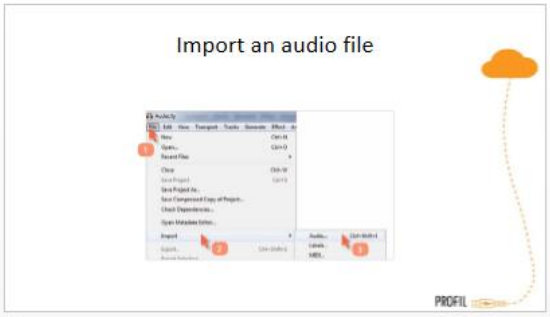


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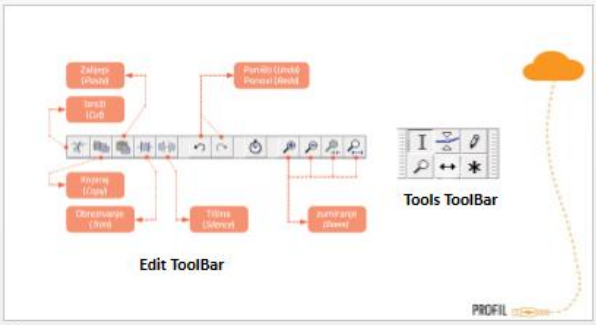


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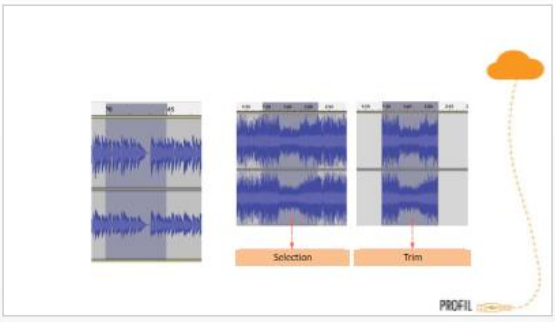


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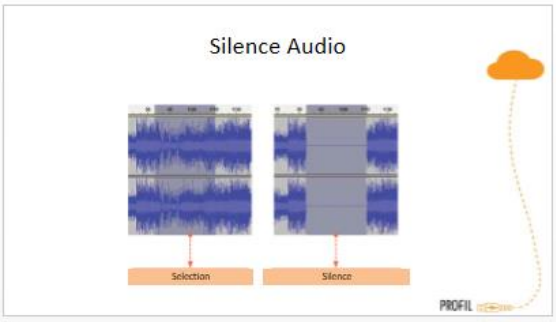


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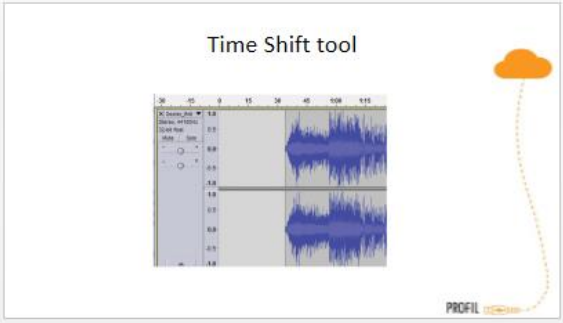


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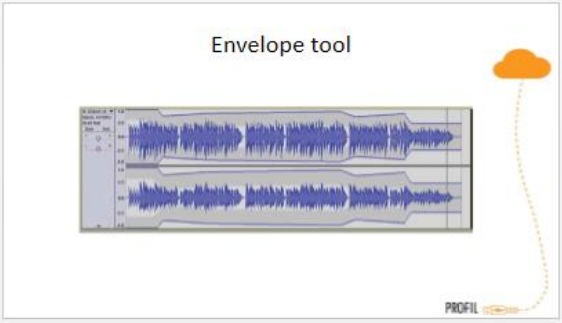


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