

## **ATM 3020: Forecasting and Broadcasting Practicum**

### **Weatherphone recording procedure:**

1. Dial **6400** (626-6400 if off campus)
2. If you're on campus, press **0 #**, off campus press **#**
3. You will be prompted for the mailbox number, which is **6421**
- 4a. You will be prompted for the password (I will provide this.)
- 4b. This brings us to the main menu (the pleasant lady will say our mailbox is full, which is what we want)
5. **Press 8** to go to the user options menu.
6. You will be prompted with a number of options. **Press 4** (change greeting).
7. **Press 6** to change the optional greeting.
8. You will be prompted for the two-digit greeting to record – enter your greeting number.
9. **Press 2** to rerecord the greeting, press **#** when finished. When you're happy with your recording **press 1**.
10. **Press 3** to activate your greeting number, she will ask for the greeting number. **Or Press 0** to deactivate the optional greetings and activate the default greeting (e.g., when school is out).
11. **Press 9 twice** to exit the system.
12. Call the Weatherphone x6421 to verify your greeting is active.

### **What should I say for the recording?**

I recommend you begin by saying something like, "Thank you for calling the Lyndon State weather phone. This is student meteorologist so and so with your latest Northeast Kingdom forecast from the LSC weather center."

After you introduce yourself, I recommend you paraphrase the forecast discussion to focus on the main story of the forecast. **Please only focus on first two days of the forecast.** You should not be reading the forecast discussion word for word, rather paraphrasing it for easy listening.

Next, I recommend you communicate the specifics of the forecast chronologically. Again, focus on the main story and focus on the main details around this story. With practice and patience, you'll find a good balance between information giving and story telling.

Please also don't forget to have personality, be upbeat, and to speak clearly and slowly.