

English Phone-a-Story Instructions

ENGLISH STORIES: PRESCHOOL, K-5th, 6th-8th and Traditional English

0. Check that your story has not been read recently by looking at the Google Doc

1. Dial 720-865-8500, allow the operator to speak AND then press #.

2. At the prompt, enter the Extension number. Choose from the following Extension numbers:

a. English Preschool xxxxxx

b. Short Elementary K-5th grades xxxxxx

c. Long Elementary 5th-8th grades xxxxxx

d. Traditional English xxxxxx

3. Enter the password xxxxxxxx#

4. Press 1 to record an On-Hours Greeting, then press 2 to record at the tone.

5. Record

a) *Before the story, give an introduction/standard greeting.*

"Hello, my name is _____.

This story is called _____ by _____."

b) Read the story

c) After the story, read the concluding remarks.

Thank you for listening to Denver Public Library's Phone-a-Story. We change the stories every week, so feel free to call back.

You can also enjoy our LIVE Storytimes in English and Spanish at youtube.com/denverlibrary from Monday through Friday.

Thanks again for calling Phone-a-Story and have a wonderful day!

6. Press # once to end recording

7. Press 1 to listen to the recording, 2 to re-record or # to SAVE

If you goof up while recording, press # 2 at any time and follow directions starting with 5.

8. Once you have recorded your story please add it to the Google Doc.