



**Module 5**  
**Trainer's guide**

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## 1. Introduction and module structure

The ADLAB PRO course materials are distributed in 6 Modules.

- **Module 1:** General introduction.
- **Module 2:** Screen audio description.
- **Module 3:** Audio description of live events.
- **Module 4:** (Semi)live audio description and recorded audio description for static arts and environments.
- **Module 5:** Additional services.
- **Module 6:** Additional technical issues, developments and change.

### 1.1. Who is the trainer's guide addressed to?

This trainer's guide is addressed to trainers who want to use Module 5 training materials. The aim of this trainer's guide is to describe the module structure, the learning outcomes covered, and the materials available. It also includes the keys to multiple choice and selected tasks, where necessary.

### 1.2. Aim of Module 5

The aim of Module 5 is to present additional services that learners need to be aware of to make a product fully accessible: audio subtitling, voice-over and dubbing.

## 1.3. Structure of Module 5

Module 5 has 3 units:

- **Unit 1:** Audio subtitling.
- **Unit 2:** Voice-over.
- **Unit 3:** Dubbing.

## 2. Type of teaching materials

ADLAB PRO has developed different types of teaching materials that you can use in various learning situations. For example, you may want to use all or selected materials in a university or in a vocational course. You may want to use the materials in class or ask learners to work on them at home.

ADLAB PRO can be used as a self-contained course but does not have to be implemented in its entirety. It offers trainers flexible and adaptable training materials of a modular nature.

The types of materials included are described below.

## 2.1. Core videos

These are short videos (around 5-7 minutes long) based on a presentation with an off-screen narrator that provide the basics of each unit. They have been created in a way that they can be listened to without access to the visuals.

## 2.2. Materials accompanying core videos

You can download subtitles in English (.srt format), (*add languages if relevant*) for all core videos in Module 5, as well as the PowerPoint presentation in .ppt format and a transcript of the narration in .pdf.

## 2.3. Additional videos

These provide extra information in diverse formats.

## 2.4. Tasks

There is a .pdf document per unit containing suggested tasks. There is also a .pdf document per module that includes all the tasks in the module. Each unit includes a multiple-choice test (5 choice questions based on the core video) and some additional tasks in various formats.

Tasks can be used in class or at home, as practice or as assessment. You will need to select and adapt them to your learning environment.

Tasks contain information about the aim of the task, the grouping of learners (individual, pairs or group), the approximate timing, the materials and preparation needed, the actual development of the tasks and, where relevant, additional comments. When a handout needs to be provided to trainees, it is also included. The key to tasks (for instance, the correct answers to multiple choice) are provided at the end of this trainer's guide (see last section in this document).

## 2.5. Reading list

There is a .pdf document per unit with a suggested reading list that includes basic and additional references. There is also a .pdf document which groups all the reading lists in a module. References are in English and based on what was available during the life of the project (2016-2019) but you are encouraged to complement these sources with up to date references and local references in other languages, where appropriate.

### 3. Learning outcomes

Learning outcomes are an explicit description of what learners should know, understand, and be able to demonstrate after completion of a process of learning (ECT Users' Guide 2005). The learning outcomes (LO) associated with this module are:

#### **Learners know what audio subtitling is and the scenarios in which audio subtitling is used:**

- **LO 1:** Learners can define what audio subtitling is and describe its main features.
- **LO 2:** Learners can identify different types of audio subtitles and relate them to text on screen.
- **LO 3:** Learners can identify the technology needed to produce audio subtitles.

#### **Learners know about audio subtitling standards and norm:**

- **LO 4:** Learners can identify different types of recommendations related to audio subtitling.

#### **Learners know how to write, adapt and deliver audio subtitles:**

- **LO 5:** Learners can create audio subtitles to be integrated in an audio description.
- **LO 6:** Learners can defend and justify the audio subtitles they have created.

- **LO 7:** Learners can deliver audio subtitles to be integrated in an audio description with appropriate voicing.
- **LO 8:** Learners can summarise research on audio subtitling
- **LO 9:** Learners can evaluate the impact of research on audio subtitling on their practice.

**Learners know what voice-over is and when it is used (different scenarios):**

- **LO 10:** Learners can define what voice-over is and describe its main features.
- **LO 11:** Learners can identify the challenges of incorporating audio introductions, audio description and audio subtitles in a voiced-over content.

**Learners know what dubbing is and when it is used (different scenarios):**

- **LO 12:** Learners can define what dubbing is and describe its main features.
- **LO 13:** Learners can identify the challenges of incorporating audio introductions, audio description and audio subtitles in a dubbed content.



## 4. Training materials

The training materials in Module 5 are the following:

### 4.1. Core videos

Three core videos, with subtitles in English, downloadable PowerPoint slides and transcripts.

### 4.2. Additional videos

Thirteen additional videos:

1. An additional video with audio subtitling examples in English:  
AV\_M5\_U1\_1.
2. An additional video with audio subtitling examples in Spanish:  
AV\_M5\_U1\_2.
3. An additional video with audio subtitling examples in Catalan:  
AV\_M5\_U1\_3.
4. An additional video on guidelines and recommendations in audio subtitling (ISO): AV\_M5\_U1\_4.
5. An additional video on guidelines and recommendations in audio subtitling (ADLAB guidelines): AV\_M5\_U1\_5.
6. An additional video with voice-over examples: AV\_M5\_U2\_1.
7. An additional video on synchronization in voice-over:  
AV\_M5\_U2\_2.
8. An additional video on the interaction of audio description with voice-over: AV\_M5\_U2\_3.

9. An additional video with dubbing examples: AV\_M5\_U3\_1.
10. An additional video on synchronization in dubbing:  
AV\_M5\_U3\_2.
11. An additional video on dubbing symbols: AV\_M5\_U3\_3.
12. Two additional videos featuring interviews with dubbing translators: AV\_M5\_U3\_4 (Interview with a dubbing translator: Josep Llurba Naval) & AV\_M5\_U3\_5 (Interview with a dubbing translator: Quico Rovira-Beleta).

### 4.3. Tasks

Fourteen tasks:

- **Unit 1:** 7 tasks.
- **Unit 2:** 4 tasks.
- **Unit 3:** 3 tasks.

### 4.4. Reading lists

A reading list per unit. There is also a .pdf document which groups all the reading lists in the module.

## 5. Key to tasks in Module 5

### 5.1. Multiple choice

- **Unit 1:** d, c, b, c, a.
- **Unit 2:** a, c, a, c, d.
- **Unit 3:** a, c, c, d, b.



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