

Voice over script template: video

For explainers, corporate videos, adverts and anything with pictures. One row per scene.

Project / title	
Client	
Target length	
Tone & style	
Pronunciations	

Script

Scene	Visual (what's on screen)	Voice over (what's said)	Time
1	<i>e.g. Close-up of a messy noticeboard</i>	<i>e.g. Sharing a house is great. Sharing the bills? Less so.</i>	<i>0:00–0:04</i>
2			
3			
4			
5			
6			
7			

Total words: _____ Estimated length at ~150 words a minute: _____

Voice over script template: audio only

For radio ads, phone and voicemail messages, podcast intros and audiobook samples.

Project / title	
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Tone & style	
Pronunciations	
Music / SFX notes	

Script

Write the script here. Put directions in brackets and italics, e.g. (warm, smiling) or (beat).

How to mark up a script

Emphasis	Underline or bold the word to hit. Avoid writing whole sentences in capitals.
Short pause	Single slash /
Longer pause	Double slash //
Direction	In brackets and italics, e.g. (beat), (smiling), (whispered)
Pronunciation	Spell it out phonetically, e.g. Worcester (WUSS-ter)
Numbers	Write them as they should be said, e.g. "twenty twenty-six"
Timing	Around 150 words a minute at a natural pace. 30 seconds ≈ 70–75 words.