Trim, Split, Reorder

Turn a mixed-up recording into a clear introduction

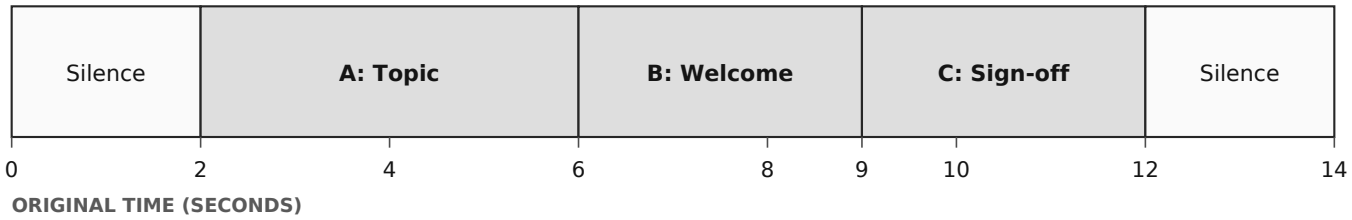
Name: _____ Date: _____

Use the exact clip boundaries below. Keep every spoken word. After editing, place clips edge to edge with no gaps or overlaps.

QUICK CLUE

Trim the outside edges. Split creates a boundary without removing sound. Reorder moves clips into a new sequence.

ORIGINAL RECORDING



REQUESTED ORDER: Welcome, Topic, Sign-off

A = 4 seconds; B = 3 seconds; C = 3 seconds.

1. Trim away only the outside silence. Which original time range stays?

2. At which two original times should you split to separate A, B, and C?

3. Write the clip letters in the requested order: Welcome, Topic, Sign-off.

4. The finished version starts at 0. When does the Topic clip start and end?

5. What is the finished length? Show your addition.

6. Does splitting alone remove words or shorten the recording?

For explanation questions, give a clear reason for your choice.

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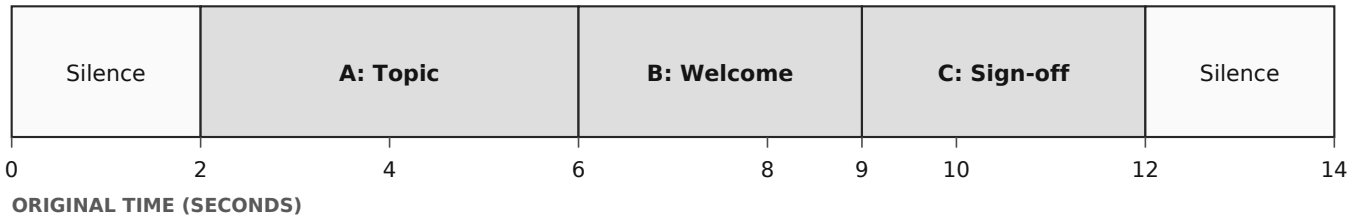
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Use the exact clip boundaries below. Keep every spoken word. After editing, place clips edge to edge with no gaps or overlaps.

QUICK CLUE

Trim the outside edges. Split creates a boundary without removing sound. Reorder moves clips into a new sequence.

ORIGINAL RECORDING



REQUESTED ORDER: Welcome, Topic, Sign-off

A = 4 seconds; B = 3 seconds; C = 3 seconds.

1. Trim away only the outside silence. Which original time range stays?

2-12 seconds.

2. At which two original times should you split to separate A, B, and C?

6 seconds and 9 seconds.

3. Write the clip letters in the requested order: Welcome, Topic, Sign-off.

B - A - C.

4. The finished version starts at 0. When does the Topic clip start and end?

Starts at 3 seconds; ends at 7 seconds.

5. What is the finished length? Show your addition.

3 + 4 + 3 = 10 seconds.

6. Does splitting alone remove words or shorten the recording?

No. It creates clip boundaries; no audio is removed.

For explanation questions, accept equivalent well-reasoned responses.