MY PODCAST PLANNER



Name:

E CALLING ALL PODCASTERS

There has been a rise in people listening to podcasts in the recent months. Podcast companies want to add fresh new podcasts to their online libraries and need your help. You have been asked to create a podcast episode on a topic of your choice!

Your completed podcast episode must be:

- On a topic of your choice (approved by the teacher)
- 5 minutes in length
- Targeted towards a specific audience
- Engaging with creative sounds, transitions and voices
- Structured
 - Introduction
 - Debate, conversation, interview or one person narrating
 - Ending

So let's get started!





Before you begin recording your podcast episode, you need to know what you are going to say. Every podcast includes an introduction, body and conclusion.

Introduction

Here are some statements to get you started, but feel free to be creative as long as you cover the main elements.

Welcome

- 1. Welcome to... [insert name of the podcast]
- 2. You're listening to...
- 3. Get ready for...
- 4. Hello Everyone, this is ...
- 5. I'm [your name] and this is the...

Podcast Overview

- 1. Where we talk about [one line description of the show that tells why it's valuable to you]
- 2. Where we teach you...
- 3. A place where you can learn...
- 4. This is a place where...

Guest Introduction

- 1. Here are your hosts... [insert name of host(s)]
- 2. With...
- 3. Hi I'm...



Before you begin recording your podcast episode, you need to know what you are going to say. Every podcast includes an introduction, body and conclusion.

Introduction

Podcast Intro Examples

Script Example 1

Welcome to the All About Cakes podcast, where we interview bakers from around the world and dive deep into the sweet industry of pastries. Join the conversation with your host, 10 time Cake Master Chef, Johnny Smith.

Example 2 (Self Introduced)

Hi I'm Will Williams, and I'm John Johnson, we're the JJ's. You've reached the best place to talk about BBQ from around the world. We are here to help you find the best, and possibly create the best BBQ ever made. Let's go....

Optional: Scaffold if you are stuck getting started

Ex: "Hello and welcome to _	, the show that [explain purpose	
of show]. I'm your host,	, and today we're going to talk about	
with	[insert guest name if you have a guest]. We'll	
discuss the ins and outs of _	and offer listeners a special surprise	
at the end; be sure to listen all the way through for the details!"		



Before you begin recording your podcast episode, you need to know what you are going to say. Every podcast includes an introduction, body and conclusion.

Introduction



THINK: How will you introduce your topic and make it engaging for your listeners? What type of mood do you want to set?



Now begin writing your introduction. Remember to keep it short, only 2-5 sentences.



Choose one of the organizers in the following slides that fits the structure of your podcast episode. Complete the slides only for the structure you have chosen.

Body - Interview



THINK: What questions do I want to ask them? What do I want to know?



Introduce the person you are interviewing first. Then, write questions that you would like to ask the person. While you record the podcast episode you might come up with more questions and that is ok. These questions you write now are to help guide the discussions.

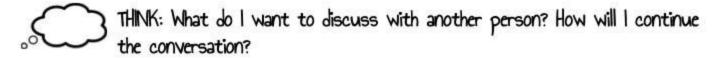
Introduction of the person:

Questions I will ask:

Remember to thank the person for being on your podcast episode.

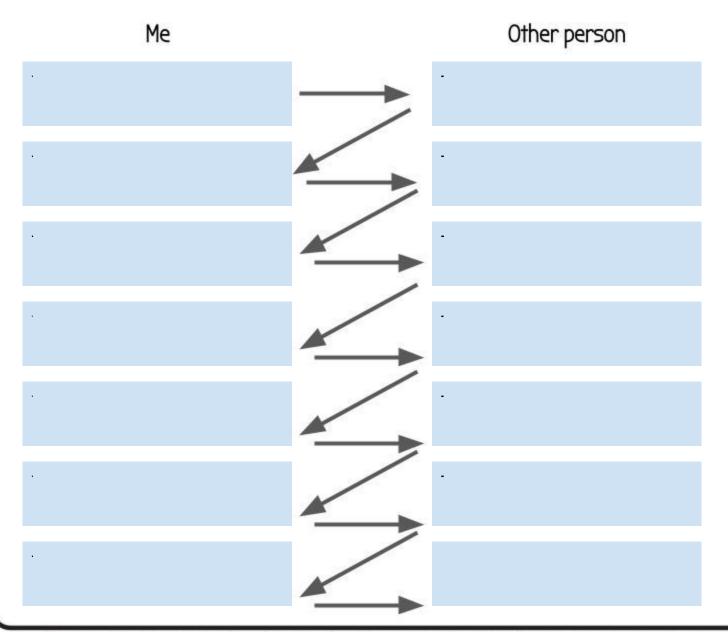


Body - Conversation





Write what you would say and what the other person can say in response to you. While you record the podcast episode you might come up with more things to talk about. These discussions you write now are to help as a guide.





Body - One-Person Narrating



THINK: What do I want to say or share? How should I make it interesting?



Use the sentence starters on the following slide to help you write the body of your podcast episode. You might want to do some research about your topic or just talk about it through your point of view. Use the sentence starts on the following slide to help you.

Body of my podcast episode



Body - One-Person Narrating Continued



Body - One-Person Narrating

Sentence Starters

Most people would agree ..

We all know that...

Here is what I think ...

Isn't it interesting that...

I believe that...

In my research, I learned...

I have to say that ...

How do you feel about ...

I really feel ...

How do you feel about...

I'm going to tell you about...

Isn't it amazing that...



Now that you have typed your introduction and body, you must write the ending of your podcast episode.

Conclusion



THINK: How do you want to end the episode? What is an important message you want your listeners to remember from your podcast episode?



Now begin writing your conclusion/ outro. Remember to keep it short but catchy and fun!



VOICE - PRACTICE

Materials:

- Quiet spot with no background noise
- Device with a recording app/program
- Working microphone
- Headphones (optional)



THINK: How do I want my voice to sound when I record the podcast episode? Do I want to speak loud or speak softly? How can I change my voice to set the mood for my podcast (e.g., exciting, calm, relaxed, adventurous)?



Record yourself. Say your name, age and one thing you like to do. Record yourself saying it in 3 different ways. Listen to each version you recorded. This will help you hear what you sound like and what type of voice you want to use when you talk. You can also record yourself and another person having a conversation or ask questions (depending on your podcast episode structure).

What did you like about your voice? What do you need to improve on?



VOICE RECORDING

You will now be recording your podcast episode. Before you start recording make sure you:

- Are in a quiet spot with no background noise
- Have a device with a working microphone
- Have a podcast recording app or program
- Have your script ready
- Have any other people who will be speaking in your podcast (optional)



Your voice is important to your podcast so sound natural. Sound how you would if you were talking to a friend.

Remember no one is watch you.

Use your script to guide your talking.

REVIEW



THINK: Is there anything else I can add or remove to make my podcast episode sound better? Do the sounds, music and talking connect to the topic?

Drag the checkmarks under the "Me" column to review your work.



Criteria	Me	Teacher
Chose an interesting topic to discuss		
Is 3-5 minutes long		
It is targeted towards a specific audience		
The sounds, background music and sound effects make the episode engaging		
The episode has an introduction, body and conclusion.		
The voices engage the audience and make the podcast episode exciting to listen to (e.g., enthusiastic, laughing, asks listeners questions)		
The sounds and voice are well organized to make a complete podcast episode		

Teacher Feedback



REFLECTION

What did you enjoy about making this podcast episode?

What are you most proud about your podcast episode?

If you create another podcast, what is something you want to improve on?

Any other comments you would like to share?

Rate this project by dragging the emoji into the box.









