Method training: Create a podcast

Name: Date:

Podcasts

Podcasts are digital audio formats that are distributed via the internet. They can be on various topics such as news, education, entertainment or special interests. Podcasts are flexible because you can listen to them anytime and anywhere - whether at home, on the go or at work. Podcasts consist of several episodes that are published regularly. Each episode can vary in length, from a few minutes to several hours.

Components of podcasts

Original recordings:

Original recordings are unaltered sound recordings made directly on location. These can include interviews, conversations or other sounds. They lend authenticity to the podcast and offer listeners a direct insight into the topic. For example: Original recording of a soccer stadium during a match.

Atmosphere:

The atmosphere in a podcast is created by background noises and sound effects. These help to convey the mood and topic of the episode.

For example: Nature sounds such as birdsong or the sound of the sea in a podcast about nature travel

Music:

Music is often used in podcasts to mark transitions between different sections or to reinforce emotions.

For example: Classical music

Interview:

Interviews are a common feature of podcasts. They offer listeners the opportunity to hear expert opinions and different perspectives on a topic.

For example: An interview with a doctor for a podcast about health.

Narrator:

The narrator is the person who hosts the podcast. They guide you through the episode, ask questions and offer explanations. A good narrator can captivate the listener and present the topic in an interesting and understandable way.

Method training: Create a podcast

Checklist for creating a podcast

General notes

An audio contribution should be about three to five minutes long. Make sure that you use a common file format (mp3 files) so that there are no problems with playback later. Follow the steps and proceed in a structured manner.

1. Get an overview of the topic

Gain an initial understanding of the topic in order to identify relevant aspects and possible questions.

2. Determine the exact topic or question of the contribution

Define a specific topic or a clear question that the podcast should address.

3. Search again for specific information

Gather detailed information and sources on the defined topic in order to be able to offer well-founded content.

4. Decide on the style of the contribution

Decide whether the podcast should be an interview, a discussion, a monologue or another form. Decide who will take on which roles and tasks.

5. Write the script

Create a detailed script that sets out the structure of the podcast and notes important points.

6. Recording

Record the podcast using suitable equipment to ensure good audio quality. Use a quiet room and speak clearly. It is best to make a few test recordings beforehand.

7. Final editing

Cut and edit the recordings and possibly add music or sound effects to make the podcast look professional.

Use a free program such as Audacity or Garageband for this.

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Shooting day: Everything you need to know about technical know-how

Task: Which software program is best suited for your podcast production? Choose a program and familiarize yourself with it by watching the corresponding video tutorial.

Here you will find explanatory videos on the apps that you can use to edit your podcast, for example.

GarageBand is suitable for Apple devices, while you can use Audacity on a Windows device.

Youtube: Garageband - Tutorial for Beginners in 11 MINUTES! [2023]

To watch the youtube video just scan the QR code.

https://www.youtube.com/watch?v=II2ALb1qsyQ

Task: Find out more about Black Friday. In groups, develop a concept for a podcast on the topic. Use the recording log for this.

Title of the episode Provide a catchy and informative title for your podcast episode.	
Recording and presentation date Specify the date when the recording took place and the date of the presentation.	
Participants and their task List all participants and describe their individual tasks and roles in the creation of the podcast.	
Content Outline the main content and topics that will be covered in the podcast episode.	
Sounds/ noises/ music/ original recordings Detail any sounds, noises, music, or original recordings that will be included in the podcast.	
Technical details Provide technical details such as equipment used, software for editing, and file formats.	

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Name: Date:

Script

Create a script for your podcast.

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Podcast Feedback Table

Category	++/+/o/-/--	Comment
Selection of topics Was a relevant topic chosen?		
Contents Are the contents accurate and relevant?		
Structure Is the structure logical and co-herent?		
Information content Is the information content valu-able and insightful?		
Creativity and originality Is the podcast creative and orig-inal?		
Speaking style Is the speaking style clear and appropriate?		
Recording quality Is the recording quality good?		
Length Is the length of the podcast ap-propriate?		
Compliance with deadlines Were deadlines met?		
Documentation Was the work process docu-mented?		
Post production Was post-production done well?		