

Recording a Podcast

Podcasts give you an excellent opportunity to talk at length about your learning experiences, as well as reflecting on aspects of your learning that might be relevant to future jobs or education. Podcasts are also great for facilitating conversation with other people on how you can apply your skills, or what you might like to do with them in the future.

So, what is a podcast? A podcast is a one off or series of spoken word episodes that focus on one topic or issue. They are just audio and can feature just one or multiple voices. There are 3 types of podcasts: non-fiction (a truthful account of an event or experiences), fiction (a narrative constructed for sharing), hybrid (borrowing from both). Podcasts vary in length, but generally we suggest keeping it between 10 and 20 minutes.

Use this template to plan out your podcast. There are some decisions that need to be made and this worksheet will help you to make them. Before you start to plan your podcast, you need to know a few things. Complete the questions below to help you:

The workshop I am reflecting on is.....

The skills I am going to cover in my podcast are.....

My audience is.....

We've got some decision to make in order to make sure our podcast works for our audience. Try answering the questions below.

The topic of my podcast is....

My podcast will last.....

The people included in my podcast are....

The podcast will be one episode or series of podcasts?

We also need to consider how you are going to make your podcast. There are lots of different platforms that can help you. You might want to try some of these before you get started:

<https://riverside.fm> - full instructions on how to use Riverside.fm can be found here: You are able to record up to 2 hours for free and can download your tracks for your own use when ready.

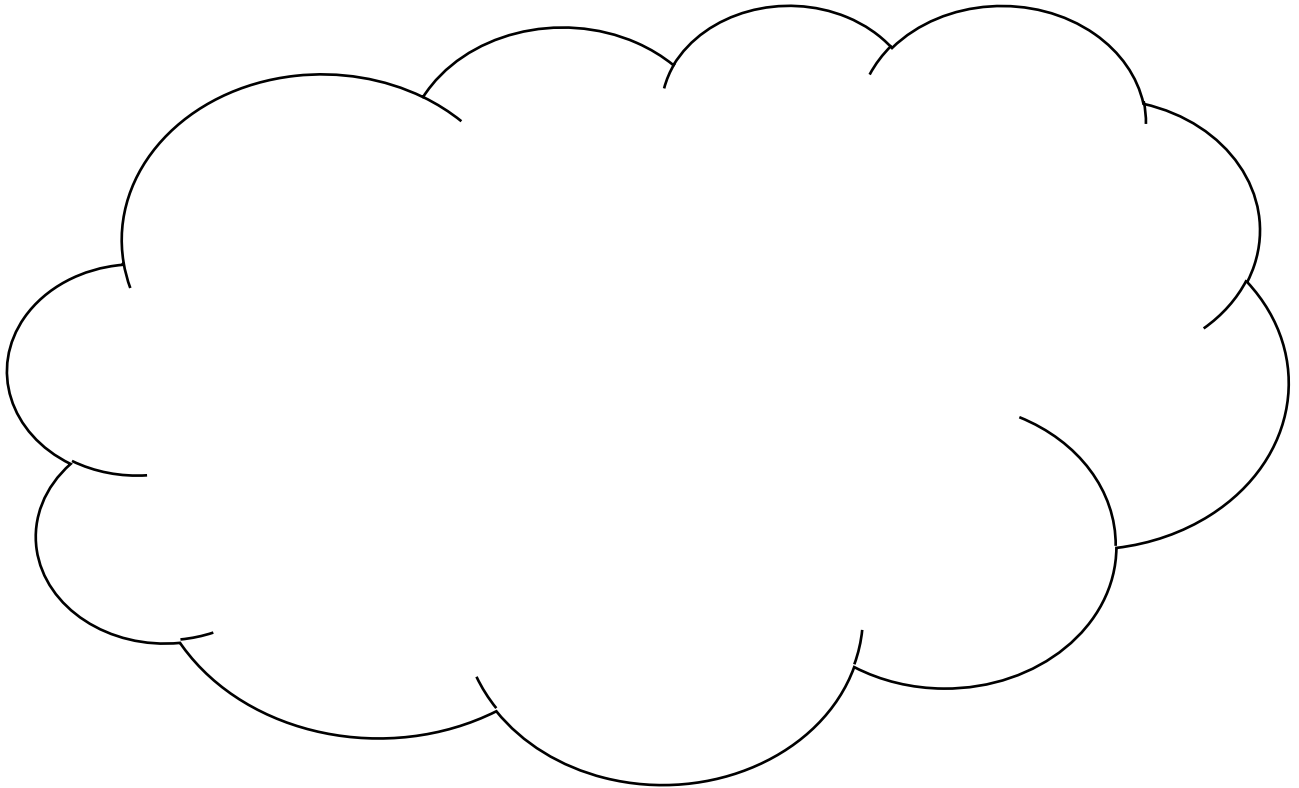
<https://anchor.fm/> by Spotify. Full instructions on how to use Anchor.fm can be found here: There are no limits to the amount you can record but the expectation is that you will upload to Spotify and link from there.

<https://podcastle.ai/> Full instructions on how to use podcastle.ai can be found here: There are no limit on audio recording, but 3 hours limit on videos. You can use their editing suite to create your masterpieces.

We are now ready to start planning our podcast. The joyful thing about podcasts is their format as a conversation, letting ideas take you where they want to go when they pop up. We don't want to be too structured, but we do want to make sure the podcast is interesting and serves its purpose. So....let's think of what we want the overall podcast to say....

My podcast is all about (try and fit everything into 3 sentences).....

Example: My podcast is about how a clowning workshop makes me the ideal student for a University Drama course. I am going to tell them all about the activities I did and the skills I learnt. I'm then going to finish by telling everyone why that means they should pick me.



Okay, let's get making. We need consider how your skills in **critical thinking** (by reflecting on the positive and negatives and how your learning will assist you in the future), **communication** (how you worked with others, or created a piece of work to share your knowledge and experience), **collaboration** (working with others), and **creativity** (developing something new and presenting it a new format) were challenged or developed in your selected workshop. So, what did you learn about:

Critical thinking:

Communication:

Collaboration:

Creativity:

Let's structure your podcast...

Before you start...

Do you have music? A jingle? A co-host? Someone you are chatting with? If it's more than just you, then you need to construct questions in the sections below for you to ask your guest or for them to ask you.

Your welcome....

What do you want to say? Introduce yourself. Tell them what the podcast is about. Set the tone for the rest of the podcast....

First point.....

*Is it best to approach the telling of these skills as fiction or non-fiction?
Should you work exercise by exercise? Or skill by skill? What do you need them to know?*

Second point.....

What comes next? What else do you think it would be helpful to know?

Exercise 2? Skill 2? Or how you might use the skills in the future?

Third point.....

What is left to say? Why does this make you a good fit for them? How will you continue to develop the skills?

Closing statement...

What do you want your audience to take away? Jingle? Music?

Now that you have your structure, we can start recording your podcast. It is easiest to record directly into the podcast service you've chosen. Remember to keep your voice varied in pitch and tone to keep your audience interested and engaged. You could try making jokes, or references to popular culture to help them relate it to their own experiences. You could add lots of descriptions of the exercises, so they really know what you did. You could also add an accompanying image sheet/videos so they can see what you did.

Once recorded, the software will help you to edit and format your podcast. Then download and add to your portfolio – ready for everyone to hear how wonderful you are!