



#### LESSON CONTENT TEMPLATE

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## 1. Template

### Topic 3 **PODCAST\_** Lesson 1

#### GET READY TO RECORD

#### Introduction

#### Objectives

1. Find title, style and formats of the podcast
2. Be able to prepare segments and pre-registration of podcasts Recording
3. Make a recording-plan

In this lesson, we will learn...

#### **1.How to find a title, choose the right style**

Choosing a title for a movie, for a book, for a baby... it's never easy, of course neither for a podcast! But we already work a lot on the content so can't be not so hard. What kind of characteristic has to have a podcast' title?

Simple, effective, easy to remember and creative. So how to find it?

> Search for keywords that are related to your topic and then play with those words. What if this concept were an object? What if I had to explain this concept to a person who cannot see? If you had to think of me telling everything on my mind in one word?

> Choose a title with easy and simply sound, it will be easier for viewers to remember and easier for you to repeat during the podcast

> Do not think of a title that explains the content, that you can do in the subtitle, you can be there more specific

> better if the title is easy to read even if you are not mother tongue of the language of the title.

After choosing the title and tone of voice to record it, it can be helpful to clarify the style of your podcast, remember that you can mix them and create new ones, these are just some ideas:

- > Interview
- > Conversational/ talk show with guests
- > Solo/Educational
- > Roundtable or Panel

- > Fictional
- > Storytelling
- > Narrative

## 2. How to prepare segments and pre-registration of pocasts Recording

Now that you have all your content ready, don't think it has to be final and perfect, but you have a base to start from, it's important to organize the recording with a system of numbers and scene.

This will be useful for editing, knowing where you went wrong, which one you will have to listen to again, where you repeated it will help you a lot to organize your time and increase your productivity.

Divide and split your entire script into segments - a segment for example can include two topics or for example all the external contribution (refer to activity 2 of lesson 2) and assign them a letter.

Topic 1 **A**

Topic 2 **B**

Guest contribution **C**

Recording of street interview **D**

**And so on**

Ex. Those are two segment.

The first one is a topic and the launch of the guest

START

[...] The big question of today is [...] And we will talk more about this with a guest today: Paul Markel!

STOP

The second one is a the external contribution of the guest

START

Hi, I'm Paul Marke, thanks for inviting me, I thing it's so important to talk about [...]

STOP

Assigning a letter - and recording it - will always help you understand, during editing, what that recording refers to. Remember that there are no images, so we must be able to put some small clue/indication to help us orient ourselves for the editing phase.

Each time you start a recording you will say the letter and the time you are recording it. Example: **A FIRST**

But maybe you won't be happy with that segment or you might have mispronounced someone or something so you will repeat

So you will repeat the same segment saying at the beginning **A SECOND**  
And so on..

And remember to write a note, so you easily will remind what was good for you.

Ex.

*A1 Not good*

*A2 Good till I start talk about Paul*

*A3 Good*

*A4 Good too | But maybe the best it's the take 3*

This system of letters and numbers will help you if you don't decide to record the segments in sequential order, so it will be easy to make a first draft of the entire podcast just by listening to the first 2 seconds of the recordings. ù

Obviously then in the final edit "A2, C6, D3) they will be cut!

So, prepare you letter-segment and you will be almost ready for recording!

### **3. Make a recording-plan.**

What you now need to do now is simply: decide what you want to record first.

Perhaps you will need to record a full pilot episode first, or you will need to do all the contributors interviews as first things and after that write your own content based on the interviews. You could record all the content for 5 episodes and then think about the remaining segment. There is no right way to make a recording plan but there is the right plan for your podcast to come.

### **Conclusions**

After this lesson, you have all the tools you need to put your voice into it and shape your podcast. Preparing the tools and all the plans will help you in the last two stages which will need the technology and new skills you will develop.