

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

Name:

Date:





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.

Method training: Create a podcast



Name:

Date:

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.



Youtube: Audacity Tutorial For Beginners

To watch the youtube video just scan the QR code.

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.	

Method training: Create a podcast



Name:

Date:

Sample solution

Title of the episode:

"Black Friday: The Ultimate Shopping Extravaganza"

Recording and presentation date:

Recording: 15.11.2024

Presentation: 24.11.2024

Participants and their tasks:

Host 1: Alex

Host 2: Jamie

Guest: Retail Expert

Technical Support: Sam

Content:

Introduction of the topic and participants

History of Black Friday

Interview with Retail Expert: Shopping trends and tips

Discussion on the impact of Black Friday on the economy

Conclusion and outro: Thanking guests, next episode teaser, social media plugs

Sounds/ noises/ music/ original recordings:

Upbeat music for transitions

Technical details:

Recording device, software (Garageband)

Method training: Create a podcast



Name:

Date:

Sample solution

Intro:

Alex: Welcome to today's episode of our podcast, "Black Friday: The Ultimate Shopping Extravaganza"! I'm Alex, and joining me is Jamie.

Jamie: Hello everyone! We're also excited to have a special guest with us today, a retail expert. And a big thanks to Sam for providing technical support.

Topic and Participants:

Alex: Before we dive in, let's introduce today's topic and our participants. We're discussing the phenomenon of Black Friday, its history, shopping trends, and its economic impact. Our guest, a retail expert, will share valuable insights and tips for shoppers.

Introduction to Black Friday:

Jamie: To kick things off, let's take a brief look at the history of Black Friday. Originating in the United States, Black Friday is the day following Thanksgiving and marks the beginning of the holiday shopping season. It's known for massive sales and discounts, attracting millions of shoppers each year.

Interview with Retail Expert:

Alex: Now, let's hear from our retail expert. Can you tell us about the current shopping trends and provide some tips for navigating Black Friday sales?

Retail Expert: Absolutely, Alex. In recent years, we've seen a significant shift towards online shopping, especially with the rise of e-commerce giants. My top tip for shoppers is to plan ahead. Make a list of items you're interested in and set a budget. Also, keep an eye out for early deals and compare prices to ensure you're getting the best bargain.

Jamie: That's great advice! What impact does Black Friday have on the economy?

Retail Expert: Black Friday has a substantial impact on the economy. It boosts retail sales significantly, often setting records. However, it also highlights consumer behavior and spending patterns, which can influence market trends and economic forecasts.

Discussion on Economic Impact:

Alex: Speaking of economic impact, let's discuss how Black Friday affects businesses and the overall economy. It's not just about sales; it also creates jobs, both temporary and permanent, and stimulates economic activity.

Jamie: Indeed, while retailers benefit from increased sales, consumers should be mindful of their spending habits. It's essential to make informed purchases rather than impulsive ones.

Conclusion and Outro:

Alex: That's all for today's episode. A big thank you to our retail expert for sharing such valuable insights.

Jamie: And thank you to Sam for the technical support. Don't forget to tune in for our next episode and follow us on social media for updates.

Alex: Until next time, happy shopping and goodbye!

Outro with upbeat music transition.

Method training: Create a podcast



Name:

Date:

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 coherent?		
Information content Is the information content valuable and insightful?		
Creativity and originality Is the podcast creative and original?		
Speaking style Is the speaking style clear and appropriate?		
Recording quality Is the recording quality good?		
Length Is the length of the podcast appropriate?		
Compliance with deadlines Were deadlines met?		
Documentation Was the work process documented?		
Post production Was post-production done well?		