

Preparation:

- 1. Know your content:** Research thoroughly. Have your own ideas, perspectives, approach and a clear analysis in your mind before you begin instead of only knowing the script. It will sound more natural.
- 2. Structuring your podcast:** Introduction. **Body.** Conclusion: Introduce yourself, your colleagues, and the subject matter. Plan out your 10-15 minutes and have a rough practice. Even record the rough practice. You never know what can come out of it. Present a question, a theory, a statement, an idea – something to invite and engage your audience into the conversation.
- 3. Refer to your research and introduce your colleagues work or theories for them to talk about:** This shows your knowledge and understanding, as well as being informed about your colleagues' topic. Include and inform your audience through this.
- 4. Have questions, points, analysis written down but do not read your whole podcast off a script:** Allow for free flow conversation as you can edit this down later.
- 5. Keep your content relevant:** Aim for simplicity and clarity.
- 6. Consider using examples, audio grabs, sound effects** to strengthen your podcast and maintain engagement.
- 7. Summary and Conclusion:** Don't drop the ball here. A solid ending / conclusion / summary is important. A weak ending – same as a movie or tv show, dilutes all the good work done previously. Make it clear, concise and insightful and even leave some questions that you are wondering about or some great food for thought for your audience.
- 8. Flight Mode:** If using a phone, put in flight mode for the recording to avoid calls and texts.
- 9. Back Up Recording:** Use one phone as your primary recorder but use a second phone in a similar position to have a backup recording each time you record.
- 10. Recording Method:** If you don't have a multiple mic setup, record in a semi-circle around a phone or single mic so all your voices project towards the microphone. Test out the best configuration so all voices are heard clearly with even volume.



Dr Meredith Tavener, Senior Lecturer, College of Health, Medicine and Wellbeing recording in the LDTI Learning Media Podcast Studio.

LDTI have a professional podcast studio available for staff to record high quality student facing content. Visit the LDTI Learning Media Podcast Studio page to make a [booking](#).