Introduction to podcasting

An overview

Agenda

Is a podcast right for you?

A walk through the process

How we can support you

The next steps to making one

Podcast – right for you?

- Why do you want to make one?

- Who is your audience? Can you broaden its appeal?

- Is it a one off, a series or sporadic?

- How will you shape the podcast? Presenter(s), Q+A, discussion?

- How much time do you have to commit to it?

- What is the deadline you want to work towards?

The creation process: an overview

Preparation → Content Creation → Editing stage → Promoting
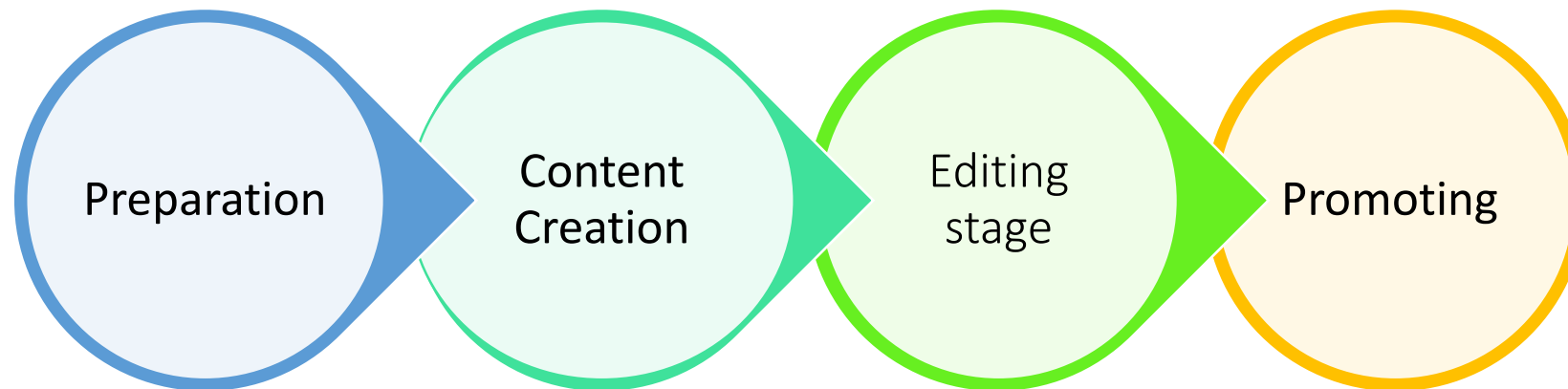
Stage 1: Preparation (the hardest part)

Do your homework:

Which topic(s)?

What style?

How long?

Intended audience?

Structure?

Identify suitable interviewee(s)
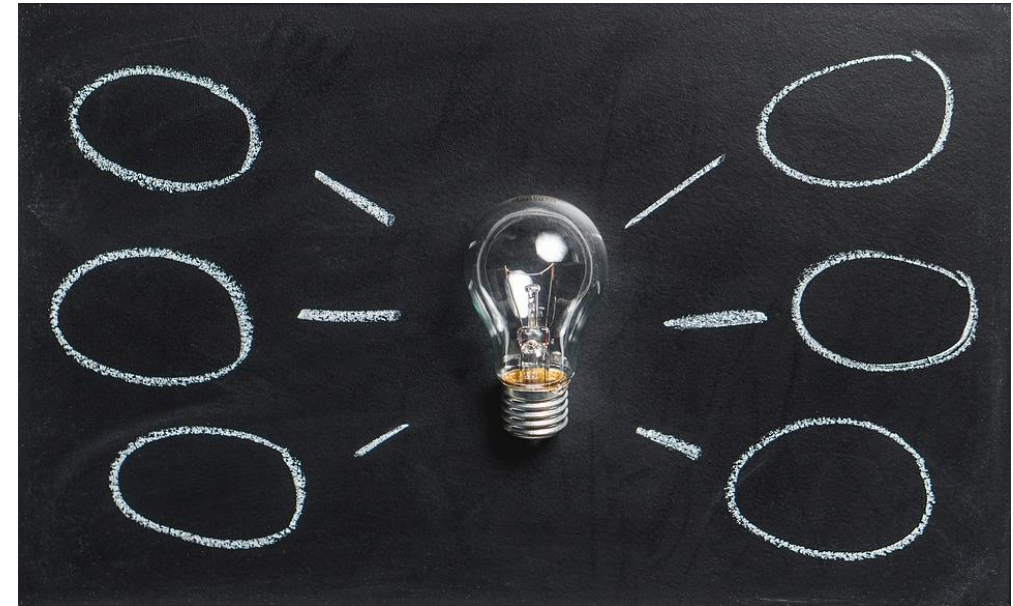
Good speaker

Range of opinions

Listenable

Engaging

Prepare draft list of questions

Put yourself in the shoes of your audience – what would they want to know?

Research!

Listen to other podcasts

Setting up the interview

Remote or in-person?

Studio or on location

How will I record the audio?

- Sound quality is **important!**

Work out dates

Consent forms

Digital humanities lab (Exeter)

Audio recording rooms available to book

Audio recording equipment available to loan

For more info:
https://humanities.exeter.ac.uk/digital-lab/bookings/

FX Plus (Penryn)

Book	Help	Email
You can book Microsoft Chat 160 in an AV Suite	FX Plus will help set it up and you can record a conversation via your laptop using a USB	Email servicedesk@fxplus.ac.uk or use the portal servicedesk.fxplus.ac.uk

Tips for recording remotely

You and your guest will **need:**

A computer

Earphones with a mic (N.B. phones work great)

Tools for recording high quality audio*

Cleanfeed.net

Zencastr.com

*can use Teams/Zoom but audio quality won't be great

Your phone could also be used.

Try 'Voice Memos'

Test out with a friend so you are confident with the tech

Stage 2: Content Creation

The interview: some tips

- Build rapport with interviewee

- Don't rely on pre-prepared questions

- Aim for a spontaneous conversation

- Active listening

Resources

Interviewing technique:

[Article on Journalism.co.uk](#)

[Article from Media Helping Media](#)

Stage 3: Editing

- Free software for editing:
    - Audacity (recommended)
    - Garageband (mac)
    - Reaper.fm
- Sound effects library:
- *https://sound-effects.bbcrewind.co.uk/*
- Editing guides available on YouTube/LinkedInLearning

Stage 4: Promoting

Exeplore

- Official university podcast

- Objective: showcase the richness of life within our community

- Available on Apple Podcasts and Spotify

Montage

Next Steps:

- Complete our Microsoft form with your idea
- One person in the team will be your key contact
- They will help you with:
  - Interview preparation
  - Borrowing equipment
  - Technical guidance
  - Give you feedback on what to amend
  - Upload onto Podbean so it sits as part of Exeplore
  - Support marketing of your podcast

Your commitment

- Use the theme music and the Exeplore format

- Communicate regularly with us on progress of your podcast

- Be receptive to our feedback on your idea and recordings

- Promote the podcast wherever you can

Challenge yourself

Practice recording a 2-3minute conversation with a colleague

Think about:
- Technology you're going to use
- Questions you are going to ask
- Environment you are recording in
- Are you listening?