

Podcast Planning Sheet

Episode Name:

Student Name(s):

| Intro (Welcome) | Script |
|---|--------|
| Who will record this segment? | |
| How long will this segment be? | |
| What sound files will be needed for this segment? | |

| Topic # _____ | Script |
|---|--------|
| Who will record this segment? | |
| How long will this segment be? | |
| What is the main idea of this segment? | |
| What sound files will be needed for this segment? | |

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| Topic # _____ | Script |
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| Who will record this segment? | |
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| What is the main idea of this segment? | |
| What sound files will be needed for this segment? | |

| Outro (Conclusion) | Script |
|---|--------|
| Who will record this segment? | |
| How long will this segment be? | |
| What sound files will be needed for this segment? | |

| Episode Information |
|--|
| Add all the segment times. What is the total length of this episode? _____ minutes |
| What description should be posted with this episode? |

| Podcasting Tips |
|---|
| <ul style="list-style-type: none">• Practice reading your segment aloud several times before you record.• Speak at a normal pace and with a clear voice so that your audience can understand you.• Place the microphone near your mouth, and practice recording a short sentence that contains "p" "t" and "s" sounds so you can make sure you sound your best. (A good sentence to practice is "Pink snakes stay pretty still.")• Use enthusiasm when you speak about your topic. Make sure your voice tells your audience that you are excited about your topic. |