WRITE AN OUTLINE FOR YOUR PODCAST (use this format with the Roman Numerals and regular numbers)

This is a \_\_\_\_\_\_\_ podcast. (What type of podcast you are planning?).

Plan for 3-10 minutes and aim for about 5-minutes.

I. The Intro:

**Write out the entire paragraph of what you will be saying – word for word.** Include the What Who Why (THINK the 5 Ws) of your podcast. Say the title of your podcast! Yes, you need a title; we have been emphasizing this all semester. Writing out the intro will help, so you won’t freeze up at the start of recording. You want to feel confidant at the outset, so knowing exactly what you will be saying will help. If you are planning to use sounds at the outset, then write: Sounds of morning alarm going off, sound of coffee machine, family sounds in the background, voice-over saying \_\_\_. Be specific! If you are planning to drop in some important facts, write it here. If you plan to bring in an interviewee or two, write out WHO they are here and establish their credibility as a source on your subject/topic. Remember that early on, you need to make the subject/topic of your podcast clear, so write that somewhere in your intro.

II. The Middle Part: NO need to write it out, instead give the bullet points.

Here you will build on themes or ideas introduced in the beginning and aim to keep your audience’s attention. You can plan out the **bullet points** for research or background information. You can plan out **bullet points** for any narrative story that you will tell, guiding you as you speak out your narrative. You can plan out the **Qs or talking points** that will guide your interview or conversation with your interviewee.

If this will be an informational podcast, pull out the research points from your research project. If you will tell personal story, plan out the talking points that will move your story forward. This is similar to your education narrative, you need to have specific events that tell your story and move it forward. If you are planning an interview or conversation, use the Effective Questions handout. Be ready to ask follow-up questions. **Try to get the person to open up and tell interesting perspective or stories. Have a goo**d conversation and learn from your interviewer. However, be careful of letting the conversation stray from the topic; remember you are the guide; you are in control.

If you are writing a creative fictional podcast, have fun and write a short story or radio play that entertains and makes a point about your topic/subject.

Give your 5 – 10 bullet points / interview Qs / talking points

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

1. The Outro:

**Write out the entire paragraph of what you will be saying at the close – word for word.** What is the **message** that you want the audience to take away? You might plan a CTA Call to Action, a Challenge, a Final Question or something else. If you plan to use sounds to signal closure, then write this in here.