# PODCASTING « DOS AND DON'TS »

| Format | Content | Editing | Public speaking | Interviewing skills |
|---|---|---|---|---|
| - Have a **clear outline** (announced in the intro)<br>- Give **examples**<br>- Cite **sources**<br>- **Address** the audience **directly**<br>- **Introduce** yourself and the guests + welcome…<br>- Ask **questions** | - Choose a **subject+angle** that will **interest** teenagers<br>- Be **honest**, give your genuine opinion<br>- Be **personal**, so listeners can relate to you / identify with you<br>- Confront **different points of view**<br>- Be upfront about **bias**<br>- **Humor** is OK<br>- Give **definitions**<br>- Do your **research** | - **Music** in the introduction and at the end, as well as in transitions<br>- **Sound**: Jingle / Catch phrase / Sound clips<br>- Cut out all the **coughs and "Euhhhh"**<br>- Homogeneous **sound level** | - Show **emotions**, be confident<br>- Use an energetic, lively **tone**<br>- **Enunciate** clearly<br>- **Speak informally** (but not too informally) | - **Relevant** questions<br>- **Listen** and **build on** what the interviewee is saying (redirect...) |
| - *No random chitchat: you need structure* | - *No superficial discussion* | - *No autotune*<br>- *Music should be too loud*<br>- *Not too many sound effects* | - *Don't interrupt / Don't talk at the same time*<br>- *Don't sound like you are reading*<br>- *Don't speak too fast*<br>- *Don't stutter* | - *Don't be a robot* |