

LEVEL UP - How to record a Podcast TRANSCRIPT

What is it about audio storytelling that can be so magical?

PODCASTS have become extremely popular because you can learn about all kinds of topics, hear different voices, and connect more emotionally to stories.

[nat, Sonal: “you can also listen while doing other things!”]

It's not hard to make an audio story but it does take some PLANNING.

First, decide if you want to make a STORY ABOUT YOURSELF.

[nat sound: soundbite Sonal]

Or maybe you want to tell a STORY about somebody else.

[nat sound from Zoom interviewing Maddy]

Either way, it's really important to first **PLAN OUT YOUR STORY**. To help you do that, we have an SRL PITCH SHEET.

The pitch sheet will help you figure out what your story is really about.

Here you can write out your INTERVIEW QUESTIONS or make notes for your audio diary.

Also, try to include a few AUDIO SCENES in your story.

An **AUDIO SCENE** is when you--or your subject--record a MOMENT. Think about audio scenes as windows into you or your character's world, providing more information and texture to your story.

Now that you have planned out your audio story, you are ready to start recording!

You can record audio with your phone, your computer, or an audio recorder.

If you record with your phone,

Make you record the best audio quality by going to settings →

Voice Memos →

Audio Quality →

and then choose Lossless.

Also, you don't need a separate mic, but if you have one, it will really help.

Each time, before you start recording, listen to your space. Can you make it quieter?

Believe it or not, closets actually make awesome recording studios. I'm recording this from my closet right now.

[Nat sound: Sonal: "You'll also get great results recording under a blanket!"]

If you're interviewing someone, ask them to record their side of the conversation with their phone and have selected the high quality setting.

Remember to record 30 seconds of the sound of your room. This is called **ROOM TONE**. Get this for every location you record in. Room tone will be really helpful later on in editing.

Next, record the **AUDIO SCENES** that will help your story come alive

You may need to ask your subject to record their own scenes and share these with you.

Next, it's time to **TRANSCRIBE** and highlight the best parts.

Then start making a **SCRIPT** with the highlighted parts, making notes about when to bring in audio scenes.

Your story might need a **VOICE TRACK**.

A **VOICE TRACK** is when you, the reporter, give an introduction, identify characters, add statistics or a conclusion to your story.

Try to make it sound like you are just talking.

OK, now you are ready to **EDIT** and can use your script as a guide.

It's super important to make all the voices the same volume, or **LEVEL**.

Experiment and have fun with layering voices and audio scenes to create the mood.

Remember it takes a while to get good at anything.

Feedback and mentorship helps.

After you're done, feel proud of yourself!

You've made an audio story that educates and inspires listeners.