



Podcasting Fact Sheet

Part 1: Thinking and Planning

Start thinking about what you want to say in a short podcast of 2-3 minutes



Why?

- The audio medium lends itself to motivational techniques such as curiosity, creating suspense, creating expectations, a sense of adventure, a sense of the unexpected.
- What is the purpose of using the audio medium in your course?
- What will you achieve through the use of audio that you cannot achieve via other media? e.g. if it is the provision of content, then a .pdf document may serve the purpose better.
- What is the educational value of using audio?
- How will it enhance the learning experience for the student?
- How will it make the learning experience memorable for the student?



What?

- Long before the time (especially your first attempt), think carefully through the kinds of things you want to say and the wording you want to use.
- Sometimes ideas for this will jump into your mind when you least expect them (e.g. when you are in the shower, or when you are falling asleep).
- Start formulating and visualizing your script in your mind.
- What other resources can you use in your podcast, e.g. an excerpt from a journal article, a snippet about the life of a famous person, perhaps an existing podcast (on iTunes), or parts of an interview with an expert?
- Remember when you attend international conferences, you might like to record an interview with a “guru” in your field, so that you can later use snippets of the interview as a podcast for your students.
- Search the internet for existing audio excerpts that you could use (such as an e-book which might have an audio component – e.g. the whole of Robert Louis Stevenson’s book “Treasure Island” is available in audio format on the internet – one can download selected audio chapters of any such book or text book and edit out the parts you do not need).
- Go to your local or subject library and see if there is some audio material in their audio section that you could use.
- Educational techniques to consider include the mention of work or a task to be done for credit; linking to other media and methods such as the classroom situation, online discussions etc; linking to learning outcomes; linking to what is to come next in the series of audio “adventures” etc.
- Try to construct an engaging vocal narrative.
- Consider starting with a dramatic or challenging question or “spark”.
- Consider the meaningful use of sound effects, e.g. a creaking door, a clap of thunder, soft music, bells ringing, a clock chiming.
- Consider using emotional, controversial or humorous statements, in order to grab attention.
- Consider the use of different accents in order to grab attention.

Part 2: Doing



Script

- Type up your script, word-for-word.
- Use a large font and print it out.
- Use direct speech and speak to your students directly.
- Use short sentences so that you have time to breathe.
- Indicate with big red marks where you will pause for breath.
- Don't worry about pauses – these can later be edited out of the audio track.
- Practice reading it aloud alone in your office or bedroom!
- Practice reading it aloud to your family members and ask them for suggestions.
- Practice controlling your breathing and swallowing!



Examples of podcasts

If you would like to listen to some examples of podcasts, there are several at:

<http://eduvation.up.ac.za/podcasts/>

In particular you might want to listen to:
“Story telling to enhance motivation and learning”
“Getting started with CBT”
“Plagiarism”



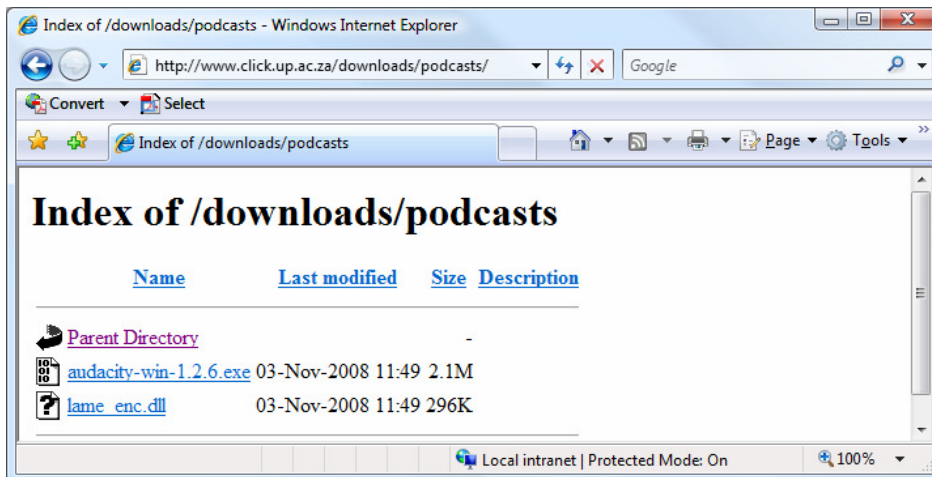
How?

- What software will you use: e.g. Audacity, narrated Powerpoint, MS Producer?
- Is the software freely available, or do you have to purchase it?
- Are visual images required, or is it just audio?
- Acquire a good quality headset for yourself, with built-in microphone.



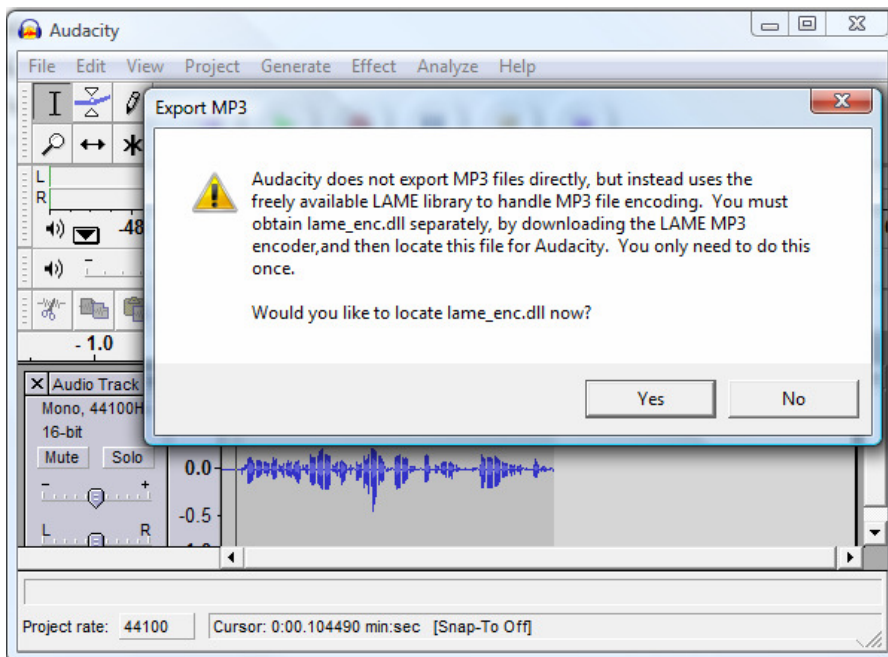
Technical instructions

There is freeware available called Audacity. This product records sound in MP3 format. It is available at: <http://audacity.sourceforge.net/>. Download the *audacity-win-1.2.6.exe* file and install it on your computer (it is also available for free on campus at <http://www.click.up.ac.za/downloads/podcasts>) (see next page).



Run Audacity and record your first podcast!

The recommended format for saving audio files is MP3. The first time you try to export an MP3 file from within the Audacity software, it will tell you that you also need to install the *lame_enc.dll* file (this only has to be done once...).



Read the screen – it will indicate where you can download this from the Internet (also available free on campus at <http://www.click.up.ac.za/downloads/podcasts/>). Download the *lame_enc.dll* file to your computer and browse in Audacity to where you saved the *lame_enc.dll* file. Once you have installed the *.dll* file, you are ready to export your audio file to MP3.



REMEMBER

It may take a bit of practice to become familiar with the software. Make a few attempts – you can always delete the unsuccessful ones!