

Podcast Script – Outline and Notes

Shoot for a show length of 3-5 minutes. Limit topic coverage to approximately 1 minute, and use interview quotes to break up your monologues, keep the topics moving, and give the episode a steady pace. Use short sound clips and musical cuts as backgrounds to spoken words, to transition between topics, and give listeners time to digest the content you just presented. Begin by filling out sections of this outline to generate an initial draft of the script. Continue working on the script as you develop ideas, interview people, and find sounds or effects to use. You can record parts of the script in bits and pieces as you go and work them into the Audacity file, and/or you can work clips or sound into the project file as you go and then put them into the script through descriptions until you end up with a final episode and script. Work on both reflexively and in short bits as you research, write, and gather material until the podcast is completed. During the writing the process, skim back through the suggested tips links on the syllabus for ideas about writing, style, interviewing, and intros/outros. Also go back through the weekly and in-class prompts and use them to help generate material. As always, use this script outline heuristically as a jumping off point for developing your podcast. Don't just blindly follow these topics or times; let your particular content drive what you emphasize or deemphasize.

Podcast name:

Episode title:

Intro:

- Intro sound icon or music jingle (the intro should identify your show—the sound and music should match the tone, mood, and content of your podcast and episode): 5-10 seconds
- Show intro monologue (identify podcast title and tagline, who you are as host, what you're going to talk about, and who might be interviewed or a guest—the tagline should be a short version of the podcast's aim or purpose): 10-15 seconds
 - Scripted material – written out for you to read and record

Topic 1:

- Intro to topic (personal anecdote, description, or opening scene: make it relevant, create a hook—why should the listener stay with the podcast?): 1 minute
 - Scripted material – written out for you to read and record
 - Interview – questions for early drafts that get turned into specifically quoted material for the final script
 - Transition – possible sound, effect, short music clip, or extended pause to layer behind the segment and/or transition to the next

Topic 2:

- History (give the audience some angle on the history that takes the listener beyond the already commonly known—go beyond your own prior knowledge and Wikipedia): 1 minute
 - Scripted material
 - Interview
 - Transition
- Interlude (musical or sonic break for extended transition, something different from but complementary to the intro and outro): 5-10 seconds

Topic 3:

- Networks (expand this new idea out into the broader relationships that your topic affects or impacts, make sure it is moving the podcast toward the final idea or takeaway): 1 minute
 - Scripted material
 - Interview
 - Transition

Topic 4:

- Users (place a users of the topic—in the case of your first podcast, listeners of the podcast you are analyzing—in this network and give the listener an image of being in this place, again make sure it is relevant to the main idea and provides a new insight to listeners): 1 minute
 - Scripted material
 - Interview
 - Transition

Conclusion:

- Closing remarks (give the listener the “lesson” or takeaway—the new knowledge, meaning or significance, the upshot for this new knowledge, or a course of action in relation to this new knowledge): 1 minute
 - Scripted material
- Outro (repeat podcast sound icon or music jingle, thank and re-identify guests, thank listeners for listening): 15-20 seconds