

Podcast creation checklist



PODCAST CREATION CHECKLIST

ITEMS	YES	NO
1. You have prepared your podcast in advance: defining the topic, the participants and the equipment.		
2. Your script has got these elements: intro music, introduction of the podcast, main content and outro or wrap up of the podcast.		
3. In your introduction to your podcast you have included any of these elements: a teaser or hook, you have welcomed your listeners, and/or have introduced a brief summary of the main content of your podcast.		
4. You have rehearsed before recording and your voices don't sound monotonous or boring.		
5. You have edited your podcast to cut unwanted pieces, remove noises, long pauses and have used sound effects or music to add mystery to your podcast.		
6. Your podcast contains an outro in which you mention any of these: call to action, ask listeners to subscribe, sum up what the podcast has been about or thank listeners for having joined.		
7. You have published and shared your podcast on your social media or your school web page.		



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