

RECORD IT

GOOD AUDIO BRINGS YOUR STORY TO LIFE.

Recording is where your planning, preparation, and personality come together. A good recording captures clear audio, natural conversation, and your authentic voice. You don't need a fancy studio to get started — just the right setup, good habits, and a willingness to try.



WHY IT MATTERS



Your voice has power

Recording lets you share your ideas, stories, and perspectives with others.



Builds real skills

You learn technical skills, problem-solving, and confidence.



Preserves your story

Your voice and experiences can educate, inspire, and create change.



Opens opportunities

A quality recording helps you reach new audiences and share your work widely.

BEFORE YOU RECORD

Get set up, check your connection, and be ready.

- ☐ Your script or notes are ready.
- ☐ You've done a sound check.
- ☐ Your recording space is quiet and free from interruptions.
- ☐ Your mic, headphones, and device are working.
- ☐ You have enough battery and storage space.
- ☐ Test your Wi-Fi / internet speed.
- ☐ Close other apps or devices using a lot of bandwidth.
- ☐ If possible, use a wired connection (for online recording).
- ☐ Check the weather — severe weather can cause outages or affect your connection.
- ☐ You're comfortable and ready to go!

RECORDING TIPS

Use these tips for the best sound and a smooth recording.

- ☐ Speak 6–12 inches from the mic.
- ☐ Use headphones to monitor your audio.
- ☐ Do a quick test recording.
- ☐ Keep your volume at a good level (not too loud or too soft).
- ☐ Minimize background noise (fans, TV, pets, etc.).
- ☐ Use a pop filter or move slightly to the side if you hear plosives (p, b sounds).
- ☐ If recording online, keep an eye on your connection. If audio or video gets choppy, pause and check your internet, then continue when stable.
- ☐ If something goes wrong, stay calm, pause, and start that part again.
- ☐ Speak clearly, at a natural pace.



PRACTICE: RECORD A SHORT INTRO

Write a 1–2 minute introduction using your own voice. You can use the prompts below or create your own.

Introduce yourself (name, interests, and what you're working on).

What is your podcast about? Why does this topic matter to you?

End with a quick closing (thank your listeners or invite them to learn more).



LISTEN AND REFLECT

After recording, listen to your audio and answer the questions.

1

What went well?

2

What could be improved?

3

Was your audio clear and easy to hear?

4

What will you do differently next time?

PRODUCE/ EDIT IT

TURN YOUR RAW AUDIO INTO A STORY.

Editing helps you clean up your recording, improve the flow, and make your message clearer and stronger. It's not about being perfect — it's about making your story easy to follow and engaging for your listeners.



WHY IT MATTERS



Makes your message clear

Editing removes mistakes, background noise, and unnecessary parts.



Keeps listeners engaged

A well-edited episode flows smoothly and holds people's attention.



Builds real skills

You learn important production skills used in media and creative careers.



Increases your impact

A polished episode helps you reach more people and share your ideas with confidence.

BEFORE YOU EDIT

Get organized so editing is easier.

- ☐ Save a copy of your raw recording.
- ☐ Gather all your audio files (interviews, music, sound effects).
- ☐ Choose your editing app (e.g., Audacity, GarageBand, or other).
- ☐ Use headphones for accurate listening.
- ☐ Find a quiet space to focus.
- ☐ Decide what you want to keep, cut, or adjust.
- ☐ Make sure you have enough battery and storage space.

EDITING TIPS

Use these tips to make your episode sound its best.

- ☐ Remove long pauses, "ums," and mistakes.
- ☐ Adjust the volume so it's consistent throughout.
- ☐ Eliminate background noise (hums, clicks, or distractions).
- ☐ Use music or sound effects to enhance, not distract.
- ☐ Keep transitions smooth between segments.
- ☐ Make sure voices are clear and easy to understand.
- ☐ Listen to the full episode from start to finish before saving.
- ☐ Export in a good audio format (e.g., MP3) with a clear file name.



PLAN YOUR EDIT

Think about your recording and how you want to shape it. Write your answers below.

1

What are the most important parts to keep? Why?

2

What parts will you cut or shorten? Why?

3

What music, sound effects, or transitions (if any) will you use?

4

How will you make sure your episode flows smoothly from start to finish?



LISTEN AND REFLECT

After editing, listen to your episode and answer the questions.

1

What sounds good about your episode?

2

What could be improved?

3

Was your message clear and easy to follow?

4

What did you learn from the editing process that you can use next time?

CREATE RESPONSIBLY

YOUR CONTENT MAKES AN IMPACT.

What you create can inform, inspire, and influence others. With that power comes responsibility. Before you publish, take time to be respectful, accurate, and ethical. Create content that you can be proud of and that makes a positive difference.



WHY IT MATTERS



Respects people

You protect the voices, stories, and identities of the people in your content.



Builds trust

Being honest, accurate, and ethical helps your audience believe in you.



Avoids harm

You reduce the risk of spreading misinformation or causing unintended damage.



Creates positive change

Responsible content helps build a safer, kinder, and more informed online community.

CHECK BEFORE YOU SHARE

Ask yourself these questions:

- ☐ Do I have permission to use this person's voice, image, or story?
- ☐ Have I given proper credit for any music, images, or information that isn't mine?
- ☐ Is the information accurate and verified?
- ☐ Am I respecting people's privacy and not sharing sensitive personal information?
- ☐ Could this content harm, embarrass, or put someone at risk?
- ☐ Does this align with the values of my community and the message I want to share?
- ☐ Would I be okay with my family, teachers, or future self seeing this?

BEST PRACTICES

Follow these tips to create responsibly.

- ☐ Get permission before using someone's voice, image, or story.
- ☐ Give credit to creators, sources, and music you don't own.
- ☐ Double-check facts — don't spread unverified information.
- ☐ Protect personal information (your own and others).
- ☐ Be mindful of what you share and how it might be interpreted.
- ☐ Use respectful language and avoid stereotypes.
- ☐ Consider the long-term impact — content online can be permanent.
- ☐ Create content that uplifts, informs, and includes diverse voices.



SCENARIOS: WOULD YOU USE IT?

Read each situation and decide: **Use It**, **Fix It**, or **Leave It Out**. Explain your choice.

- 1 A guest shares a personal story during the recording but later asks you not to include that part. _____
- 2 You find a great song online to use as your intro music, but you're not sure if you have permission to use it. _____
- 3 You want to share a shocking statistic that makes your episode more exciting, but you haven't verified if it's true. _____
- 4 You recorded a funny moment with a friend. It's not harmful, but they might be embarrassed if a lot of people hear it. _____



REFLECT AND PLAN

Answer the questions below.

- 1 What does it mean to create responsibly in your own words? _____
- 2 What is one thing you will always do before publishing an episode? _____
- 3 What is one challenge you might face, and how can you handle it? _____
- 4 How can your podcast make a positive difference in your community? _____

PACKAGE IT

MAKE YOUR EPISODE EASY TO FIND AND WORTH CLICKING.

How you present your episode matters. A strong title, description, cover art, and keywords help people find your podcast, understand what it's about, and want to listen. Take time to package your work so it reaches the right audience.



KEY ELEMENTS



Episode Title

Be specific, interesting, and honest. Avoid misleading titles.



Episode Description

Give a clear summary of what listeners will hear and why it matters.



Cover Art

Use a clear, eye-catching design that's easy to read at a small size.



Credits

Identify your host(s), guests, music, sources, and anyone who contributed.



Keywords / Tags

Use words people might search for so your episode is easier to find.



Final Check

Does your title, description, artwork, and actual episode all tell the same story? Keep it consistent.



BUILD YOUR EPISODE PACKAGE

Fill in the boxes below to plan how you will present your episode.

1

Episode Title

Write your episode title below.

2

Episode Description

Write a 2–3 sentence description. What will listeners hear and why should they listen?

3

Keywords / Tags

List 3–5 keywords or tags that people might search for.

4

Cover Art Idea

Sketch your cover art idea below.

5

Credits

List your host(s), guests, music, sources, and anyone else to include.

6

Final Check

Does everything match? Check your episode package one more time.

- ☐ My title is clear and honest.
- ☐ My description matches my content.
- ☐ My cover art is easy to read and looks good at a small size.
- ☐ My tags, credits, and episode content are consistent.