



Podcasting Training

Conducting Podcast Interviews

Podcasting @ CLRN

Preparing for the Interview

- Show guests your respect by preparing. Guests have given up their time to do you a favor.
- Check the pronunciation of their name.
- Create several well thought out open-ended questions (Don't ask questions that would permit a "yes" or "no" answer.)
- Start small and work your way through. Save any "wild card" questions for the end. (Ask them in advance how they feel about the questions)

Recording

- May record Skype to Skype conversations with Hot Recorder.
- Double Ender: Both parties record into their computers (audacity).
 - Interviewee sends file afterwards and you sync both recordings
 - One way to find a syncing point is for both to do a count down.
- Portable MP3 device (for field interviews)
- You'll be editing the "ums" and "ahs" out later, which will make the recording seem more professional.

Staying Focused

- Record in a room with only you and the interviewee
- Devote 100% of your attention to the person and their answers
- Start with initial questions, but use the answers as an opportunity to move in other directions.

Listening Skills

- Wait time: After the answer is given, and the guest stops talking, you may elicit more from them, by staying quite yourself.
- When the interview is finished, ask if they would like say or talk about anything else.

Additional Handout: "Interview Guest Release Form"