

## The following worksheets will help you to understand the skills needed to work on radio

Use the space below to make notes on how you will achieve the outcome

Remember, there is more to being a presenter than just playing those tracks!

You have to be able to play tracks and talk in between (gasp!)

So what style will your presenting take?

- Informative
- Funny
- Serious

Will it be

- Talk based - what type of talk will you present ?
- Music based - what type of music will you present?

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Later on, you will be looking at a variety of topics that you may be able to use when you do another show



## Plan a Radio Programme

The running order of a 1 hour show
1) Station I.D (example phoenix radio 96.7fm)
2) Introduce yourself and the show the music that you will be presenting
3) 1 <sup>st</sup> track
4) 2 <sup>nd</sup> track
5) Tell listeners what that last track was that you played and then talk about something interesting.
6) station id
7) 3 <sup>rd</sup> track
8) 4 <sup>th</sup> track
9) Again, tell listeners what the last track was that you played and then talk about something interesting examples above.
10) 5 <sup>th</sup> track
11) Again, tell listeners what that last track was and talk about something interesting and then introduce your final track. Finish the show by thanking them for listening
12) 6 <sup>th</sup> Track





### How to create a cue sheet (1)

<b>Cue Sheet No.</b>			<b>Reporter</b>	
<b>length</b>			<b>Time sensitive</b>	<b>yes / no</b>
<b>Intro:</b>				
<b>In</b>				
<b>Out</b>				
<b>Outro:</b>				

## How to create a cue sheet (2)

<b>Cue Sheet No.</b> Create a reference number	if this is your first cue sheet start with <b>001</b>	<b>Reporter</b>	Your name goes here
<b>length</b>	This is the length of your interview. Give the exact length in minutes and seconds.	<b>Time sensitive:</b> circle whether your recording has to be broadcast by a certain time to ensure that it hasn't missed its sell by date	<b>yes / no</b>
<p><b>Intro: The presenter will read this part out.</b>          Your first sentence should tell the listener what the piece to follow is about. Say who did the interview, who with and who they are – eg Phoenix FM reporter Andy Greaves went to speak to Samina Kauser, Centre Manager at Rastrick Community Centre. You can refer to your focus statement on your interview questions prep sheet to help you with the Intro</p>			
<p><b>In</b>          This is the first sentence or phrase of the audio that is heard at the start of the cart. Write it in here.           “It usually appears in speech marks, like this.”</p>			
<p><b>Out</b>          This is the last sentence or phrase that is heard at the end of the cart.           “This also usually appears in speech marks.”</p>			
<p><b>Outro: The presenter will read this out.</b>           Here you can remind the audience who they have just been listening to. You can also remind them of any useful information, eg an organisation's contact details.</p>			

## **Interviewing Techniques (1)**

### **Practical problems**

Before setting off for the interview or bringing the guest into the studio if it is live, make sure you have everything you need. Check your recorder or mobile phone is working and charged up.

Check you have your notebook, pen and notes for questions you want to ask.

Have notes of points you want to cover and information you need.

Be clear about what you want to get out of the interview.

Check the place you are recording in is appropriate and not too noisy.

### **Questions - open/closed**

The interview will be most interesting to the listeners if your guest does most of the talking. Long-winded questions and "yes/no" answers don't make interesting listening. Try to ask open questions - that is, questions that cannot be answered with a simple "yes" or "no".

Typical open questions may begin with:

- "What is your opinion of..."

- "Why do you..."

- "Who, what, how, why, where, when..." etc

Try not to ask closed questions - that is questions that can have just a "yes" or "no" answer. Typical closed questions may begin with:

**"do you think that..."**

**"is it true that..."**

**"are you happy about..."**

## **Interviewing Techniques (2)**

### **The Importance of Listening**

Although you may have prepared your interview very carefully, you don't know exactly what your guest will say until the actual interview. Don't simply have a list of questions that you stick to regardless of what your guest says. S/he might say something startlingly interesting, if so, follow it up. It may be a lot more interesting than the questions you had planned.

To make it easier to listen to your guest, keep your notes to a minimum. Just have a list of points you want to cover, and any other information you need. That way you won't be so busy reading your notepad that you don't hear what your guest is saying. If you don't pick up on interesting points they raise, the people listening will feel frustrated that you haven't asked a question that was begging to be asked!

### **Handling Your Guest**

To get the best out of your guest they need to feel at ease. They'll only be able to give you interesting or useful answers if they know what the interview is all about. Therefore you should explain to your guest:

- what the interview is for and how it is likely to be used.  
(e.g. will it be broadcast live; will it be edited down into segments for a feature etc)
  
- whether mistakes can be edited out, and whether you will do this.
  
- roughly how long the interview will take and roughly how much will be used.
  
- The topic you want to cover, and the general points you would like to concentrate on.



## **Interviewing Techniques (3)**

### **Handling Your Guest continued**

**DON'T** read out an exact list of questions or do a practice interview.

Guests are generally at their best and most spontaneous the first time!

- if you are going to ask for exact figures or examples of something, try to give them some warning. They may need to think about it for a minute!
- where you want them to sit/stand, ask them to sit closer to the microphone if you need to. The more confidently you explain what you need from them, the more likely they are to give you what you need. They can't read your mind!

### **When you are doing the interview:**

- ask your questions clearly.
- listen carefully to what they are saying, look interested and don't be busy playing your phone. This will put them off what they're saying.
- move the interview in a logical way don't leap about all over the place.





## **Interviewing Techniques (4)**

### **Dreams and aspirations**

#### **Interviews - one to one**

##### **Questions:**

In an ideal world what would be your goal?

What can make it happen?

What can prevent it from happening?

What can you do yourself to make it a reality?

##### **Link this to the following questions:**

What do you think you are best at?

What aren't you good at?

How could you make this better?

Remember, sometimes it's best to stay with what you feel most comfortable at doing but also remember that there's nothing wrong with failing.

The only people who fail are those who try. If you never try, you'll never fail...but you'll never succeed either.



### How to conduct an interview for radio

In the space below tell us what the purpose/focus of your interview is.

Remember that the interview will need to last between 2 and 5 minutes.


Use the space below to write down the questions you will be asking.  
They need to follow each other in a logical order




## **How to use a mobile phone to record interviews**

### **Step 1**

If you do not have an active voice recorder on your mobile phone, go into the Play Store or equivalent, depending on the make of your phone and search for “sound recorder or voice recorder.” You should be able to find a free one. Tap to open the app information and then tap the “Install” button.

### **Step 2**

Wait for the app to finish installing and then open the app to begin using it. On the screen you will see a timer set to 00:00, a loading bar, and a button that says “Record.” Whenever you are ready to begin, just tap on that button.

### **Step 3**

Record your interview onto your mobile phone and save it using the name of the person being interviewed and mark “unedited”.

### **Step 4**

You are now recording. The timer at the top of the screen will begin to keep track of how long your recording is. You will need to speak clearly and politely to your guest and also listen carefully to pick up on any additional question you may wish to ask during the interview.

### **Step 5**

When you are finished, tap the record button again.

### **Step 4**

You will now be prompted to title and save your recording. Type in whatever you want to name the file and then hit the save button.

### **Step 5**

You should now be able to download your audio onto your computer



Now that you have downloaded your audio from your phone to your computer, you will need to learn how to edit your material to create a show.

One of the best free audio editor packages to download is Audacity.

Elsewhere you will find our instructions on how to download and use Audacity for free

Don't forget, there are courses available for you to attend if you want to learn more about music technology or other subjects.

Contact Calderdale College on <https://www.calderdale.ac.uk/>

