**How to script a podcast**

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| **Intro:** A show’s introduction has three key qualities: It’s short, welcomes listeners to the episode/show, and includes a brief summary about the content.  *“Welcome to [podcast name], today’s show will [brief podcast info]. I’m [host name] and today we’re talking about [episode topic] with [other names].* |
| **The body of the podcast:**   * Have a script of a CONVERSATION before you start your recording: * Discuss stories, statistics, facts, quotes, charts – anything that informs your audience in interesting way about your topic (keep track of ALL the resources you use) * Use transitional words and expressions to move through your information; for example:  *- that is an interesting point (name), I also found a statistic that is shocking..  - let’s move onto… - I was very interested in… - thank you (name) but did you know that…. - Similarly …. - Another point that supports your finding is… - I did not know that; I feel that our listeners would…*   *-did you know that…?* |
| **Outro:** Your outro is your opportunity to thank your guests for participating, recap what you discussed (and the value you gave your listeners), and thank your audience for their time, and maybe announce other ways to stay informed.  *Thank you for listening to today’s discussion…*  *Today’s show….*  *It is important to remember….*  *If you want more information, you can….* |