Plan your New York podcast

Work in a team of two or three. Make a 3–4 minute episode for students your age. Use your own words, at least two checked facts and a city sound that fits your story.

Team _____ Class _____ Date _____

1 Choose an angle

Choose one format ☐ Story ☐ Talk ☐ News ☐ Guide ☐ Mystery

Our topic and one question our episode will answer

_____

Keep it focused. “Getting around New York” is more useful than “Everything about New York”.

Our episode title

_____

2 Check what you want to say

Use your class material or a reliable source. Write facts in your own words. Keep facts, opinions and imagined scenes separate. Never pretend that you visited a place or interviewed someone if you did not.

Our fact in our own words	Source and date checked
	Website or class text
	Website or class text

Need a starting point? Your teacher has links to NYC DOT information about the Brooklyn Bridge and the Staten Island Ferry.

3 Give your listeners a reason to stay

Improve this opening: “Today we want to tell you something about New York.”

Try a question, an imagined scene or a surprising checked fact. You could begin with “Have you ever wondered…?” or “Imagine you are standing…”.

Our first two sentences

_____

_____

4 Share the work

Speaker roles _____ Fact checker _____
Recording and file check _____ Everyone listens before export.

Record and produce your episode

Use this plan for short notes. Write the full script in the app. The chapter names change with your chosen format; the order stays the same.

Chapter	Aim	Our notes and speaker
Cold open	12 sec	Your hook _____
Introduction	18 sec	Who are you and what is your question? _____
Story part one	60 sec	Your first idea and supporting detail _____
NYC sound	5–9 sec	Choose in the app; no voice recording here. _____
Story part two	65 sec	A new angle, second stop or reveal _____
Quick fact	25 sec	A checked fact and the source you will name _____
Outro	20 sec	Answer your question and sign off _____

5 Record a take worth keeping

Rehearse once. Use headphones. Keep the microphone a hand's width away. Record one chapter, press Stop and listen. Choose Keep or Again. Presenter mode makes your script bigger; mark difficult words before speaking.

Sound natural "You're listening to…" • "What surprised me was…"
Name a source "According to…" • "The information comes from…"
Talk together "What do you think?" • "Can you give an example?"

6 Studio check and hand in

☐ Our hook invites listening. ☐ Every voice is clear. ☐ We leave natural pauses.
☐ Our facts have sources. ☐ The atmosphere fits. ☐ Everyone agreed to be recorded.

Choose Produce my podcast and listen to the finished mix. Download the MP3 and save the project backup. Submit the MP3 through the channel your teacher names.

7 Listen to another team

One detail that made me want to listen

_____

One specific suggestion for the next episode

_____