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| **Lesson plan - Three steps to make your podcast** |

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| **Age of students:** | 15-19 |
| **Total duration:** | 4-5 hours (can be divided into several shorter lessons) |
| **Skills:** | Informational Literacy ☑ Media Literacy ☑  Creative skills ☑ Digital Literacy: ☑ |

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| **Objectives:**  Students will learn how to **create a podcast** and how to **work with Audacity**, a free, open source, cross-platform audio software. |

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| **Steps:** **First step** You have to record sounds of something, your voice reading a text, a conversation, a story about Golem, to your mobile phone and then to upload it into your computer in MP3 format. You can use the USB cable or some online services like Google disc.I hope you have headphones, if not, we can lend them to you. **Second step** You don't have to use music in your podcast, but I think it would be more pleasant if you do it. You are not allowed to use just any music you find on the Internet. There are laws you have to follow. You can choose only music and sounds which are free to download and to use in your podcast. Here you have a simple option: <https://www.youtube.com/audiolibrary/music> You have to look for some music you would like to have as a background of your podcast.  You have to log to your Google account. After choosing the music, you download it to your computer in MP3 format. It will download to Disc C, in the folder Downloaded Files. Of course, there are many other options like <https://www.bensound.com/royalty-free-music> or <https://freesound.org>  **Third step**  You will work with Audacity that is a free and open-source digital audio editor and recording application software. You will go to the computer rooms to work on your podcasts. Each team will work on its podcast that should be 2-5 minutes long, not shorter, not longer. **Opening the programme** Find the icon of Audacity on your desktop area. It has blue headphones and yellow sound waves squashed to each other. **Changing the language** You can change the language setting: Edit - Settings - Surface - Language. **Import the recording** File - Import - Audio (Import your audio recording to Audacity project) **Effects** You can include some effects to your podcast, but it is not necessary, It is just for fun. Let’s have a look at some of them.  Echo  If you want to make a step back, use Edit and Undo.  Reverse  Your recording will be played in reverse, from the end to the start.  You can also change the tempo (speed) or pitch (frequency) or both of them.  If you don´t like the deep tones in your recording, you can use High Pass Filter. **Two modes of work** You will work in two modes: **Selection Tool**, in which you can mark a part of the track, cut the track (Cut, Trim Audio, Silence Audio), use effects etc. and **Time Shift Tool**, in which you can move part of the track forward or backward. You will switch between these two modes very often. **Noise Reduction** Mark the beginning of the recording (the place without speaking).  Effects - Noise Reduction - Get Noise Profile  Then mark all the recording and again Effects - Noise Reduction - OK **Cutting the record** In the Selection Tool you split the track into several parts.  Edit - Clip Boundaries - Split  In the Time Shifting Tool you can check you are able to move with the parts. **Removal of parts of the track** In the Selection Tool you mark the parts of the track you don’t want to be there. Then you can use key Delete or button Cut. There is an option to remove a part of the track and replace it with silence - in this case you use the button Silence Audio. **Import the music** File - Import - Audio  The music is automatically imported into the second track. You can set the volume of each track independently. **Adjustment of the music track** There are many options of how to adjust the music track, I can offer you three of them. Of course you can do it in your own way. **First option** You can let the music track as it is, only with the volume reduced. You can select only some part of the music track and remove the other. You should move the parts of the recording track so that the length of both tracks is comparable and the gaps between them are comparable as well. **Second option** You can choose and select only a part of the music track (which you like best) and remove the rest. Mark the beginning of the part and use the tool Fade In (Effects - Fade In), then mark the ending of the part and use the tool Fade Out (Effects - Fade Out). Mark all the prepared part and copy it as many times as you need (to fill the gaps between parts of the recording track and to put it to the end. In the Time Shift Tool move the parts of both tracks so that they connect to each other and so that they coincide subtly. **Third option** Mark the music track, press Control C and paste it into the third track. Tracks - Add New - Stereo Track. It is necessary that both music tracks are precisely below each other.  In the third track reduce the volume. In the second track remove the parts that correspond with the parts of the first track - not using Delete or Cut, but Audio Silence. The result is that the background music is very silent while speaking, but it is stronger in the gaps. **Saving the project and exporting audio** If you have finished all the processing, you have to save your Audacity project (File - Save Project As…). This file can be edited in Audacity again. If you can have your podcast and play it for example on your phone, you have to export it into some audio format (for example MP3). (File - Export Audio…) |

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