

# Woo Stories

## EPISODE 4 RESOURCES

### USING YOUR MICROPHONE

#### Pre-Production

Any work done before you record. *Example: planning your story, researching your topic,, or writing down questions to ask the person you're interviewing.*

#### Post-Production

Any work done after you record. *Example: editing your audio.*

#### "On the Record"

When someone is speaking "on the record," that means you can use what they say in your podcast. If they are speaking "off the record," that means you cannot use what they say in your podcast. Be clear with the people who you interview: are they "on the record?"

### Getting Ready to Record

- ✓ **Find a quiet spot to record.** Let the people around you know you're recording so they can be mindful of their noise.
- ✓ If possible, **place your microphone on a flat surface** or lean it against a stack of books instead of holding it. Your arm might get tired! Always make sure the microphone is pointed toward the person you are recording.
- ✓ **Your microphone should be about 3 inches away from your mouth.** You should be able to place your fist between your chin and the microphone.
- ✓ If you mess up part of the recording or there's a noise in the background, it's okay! **Take a deep breath and start over from the beginning.** You can edit it later to sound exactly the way you want.
- ✓ Recording two people at once? **Make sure the microphone is an equal distance between you both.**

TUNE IN FOR  
THIS WEEK'S  
CHALLENGE!

Woo Stories is an educational podcast produced by the Worcester Division of Youth Opportunities.

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