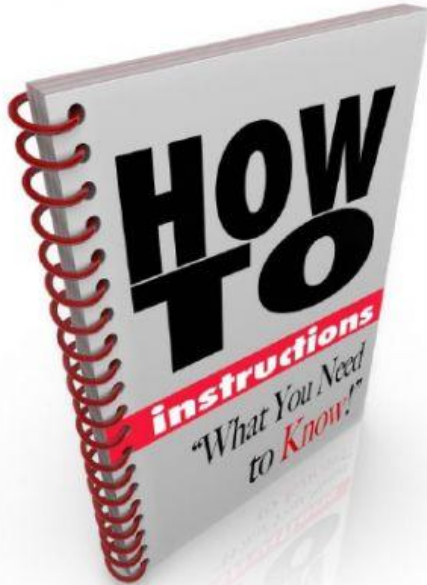


How to ...

Tutorial

You are going to listen to a *How to ...* programme where listeners get step-by-step instructions on how to do or make something.



1. Listen to the programme and choose all the correct options.

1 The objective of the programme is to teach you:

- how to choose podcasts
- how to download podcasts
- how to listen to podcasts
- how to make podcasts
- what a podcast is

2 You need the following hardware:

- a computer
- a microphone (mic)

- a webcam
- an internet connection
- good speakers

3 You need the following software:

- a file converter
- a good audio editor
- a PDF reader
- a sound effects creator
- a word processor

2. Listen again and complete the notes with the words and phrases in the box.

blog edit enjoy media libraries microphone mp3
your own podcast popular quality RSS feed topic
USB connection

How to create ¹ _____

- Decide on the ² _____ of the show. Must be something you ³ _____.
- Don't rely on computer's built-in ⁴ _____. Buy one with a ⁵ _____.
- You will need software that can ⁶ _____ the audio, and improve ⁷ _____.
- Audio must be in ⁸ _____ format.
- Create a ⁹ _____ so that you can upload your audio file to the internet.
- Use a suitable site: 'blogger' & 'wordpress' are ¹⁰ _____.
- To make it searchable, it needs an ¹¹ _____.
- You will need a podcast support website to help get your podcast listed in ¹² _____ (e.g. iTunes) & search engines.

3. Complete the computing collocations in the sentences with the words in the box.

built-in connection engines internet libraries
listening noise software sound

- 1 To avoid **background** _____, find somewhere quiet to record, and use a directional mic.
- 2 You just need a mic and a good _____ **connection**.
- 3 A microphone with a **USB** _____ gives a richer sound quality than the normal microphone jack.
- 4 'Tags' allow people to easily find your podcast in **media** _____.
- 5 Other ways people look for podcasts is with **search** _____.

_____ and podcast apps.

- 6 Every laptop comes with a _____ **microphone** these days.
- 7 Consider music and a variety of voices to improve your audience's _____ **experience**.
- 8 Some **pre-installed** _____ is too basic, so you may need to buy a quality audio editor.
- 9 Don't use extras like _____ **effects**, songs or impersonations, as this will make the podcast sound cheap