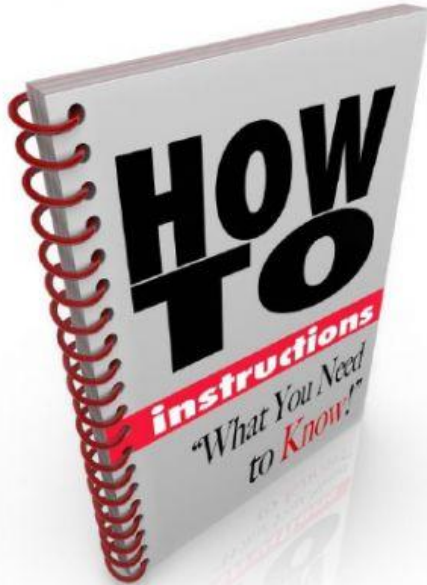


# How to ...

## 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.



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 <sup>1</sup> \_\_\_\_\_

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

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

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