

# generation 0101

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## COMMUNITY WEB RADIO TEACHERS' GUIDE

### PROGRAMME OF THE COURSE

1. RADIO AS A MEDIUM
2. INTRODUCTION TO COMMUNITY MEDIA
3. COLLABORATIVE PROGRAMMING, SELF-MANAGEMENT & OPERATIONS LESSON
4. USING SOCIAL MEDIA FOR COMMUNITY RADIO OUTREACH
5. RADIO INTERVIEW TECHNIQUES
6. INTRODUCTION TO PODCASTS
7. PORTABLE AUDIO RECORDING
8. HOW TO BROADCAST ON AIR
9. AUDIO EDITING USING AUDACITY

EDITING SOFTWARE (WAVEPAD)



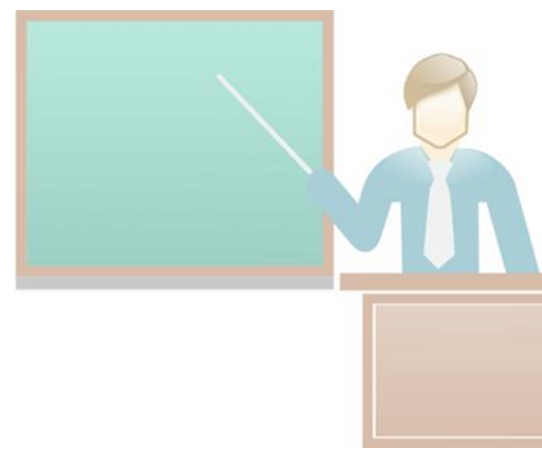
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## Lesson 1: Introduction to Community Radio

*Duration: 3 hrs*

### OBJECTIVE

This lesson is an introduction to Community Radio, analyzing what it is, how and where it is used, what are the benefits (why we need it) and how it compares to commercial radio. It also compares radio as a medium with other forms of media such as print and television, discussing the advantages and disadvantages of radio, giving examples of when it is often used and for what purposes.

### TEACHING NOTES

The trainer will give examples of different community radio stations around the world by discussing case studies and the impact these examples have/have made in their own communities.

Watch:

[This Is Community Radio: Episode 3 - Why is community radio important?](#)

[What would you do with a community radio station?](#)

Case Studies:

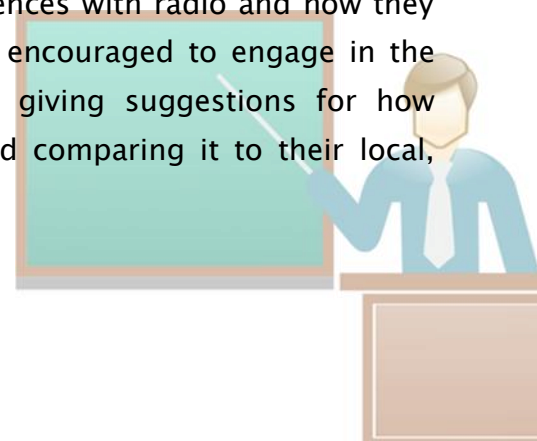
[UNESCO Radio ICTs project is empowering local communities in Africa](#)

[Roxby Council Community Radio Station](#)

[KGNU Youth Radio Workshop](#)

### CLASSWORK

The students may engage in the discussion, giving their experiences with radio and how they feel it may or may not be a useful medium. The students are encouraged to engage in the discussion, describing possible experiences of their own, or giving suggestions for how community radio may be useful in their own communities, and comparing it to their local, regional and national mainstream media.





## TEACHING AID

- Computer
- Projector
- Speakers
- Internet connection

## Lesson 2: Collaborative Programming, Self-Management & Operations

*Duration: 3hrs*

## OBJECTIVE

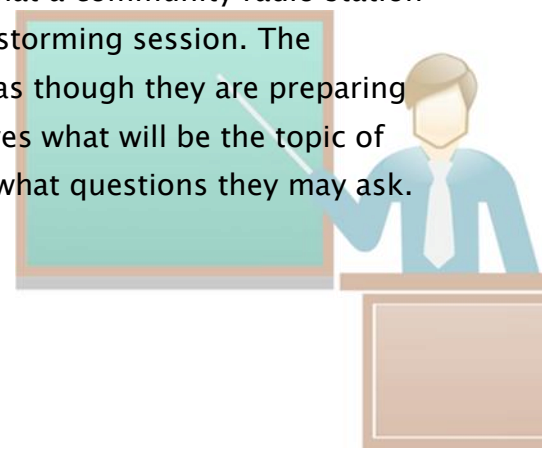
This lesson will look at the structure of a community radio station, discussing the setup and functionalities, and how most of this is reliant on the broadcasters themselves. It allows the students to start thinking about being in a live studio environment. No matter the topic of the show, going into a studio as a broadcaster requires regular preparation, whether it is what music to play, what topics to discuss, what guests to invite etc.

## TEACHING NOTES

The trainer can use examples of how community radio stations are set up, how they are funded, what the various roles are and how they can work together.

## CLASSWORK:

The students are encouraged to think about possible new ways that a community radio station can function and be more financially sustainable through a brainstorming session. The students will be asked to do a short exercise in pairs or groups, as though they are preparing for their next show. They will need to discuss amongst themselves what will be the topic of the show, what music they will play, if they will have guests and what questions they may ask.





#### TEACHING AID

- Computer
- Projector
- Speakers
- Internet connection

### Lesson 3: Radio Interview Techniques

*Duration: 3hrs*

#### OBJECTIVE

This lesson focuses strictly on interview techniques. Trigger questions can initiate discussion amongst trainer and students to make them think about good and bad interview techniques including preparation, question styles, things to avoid etc.

#### TEACHING NOTES

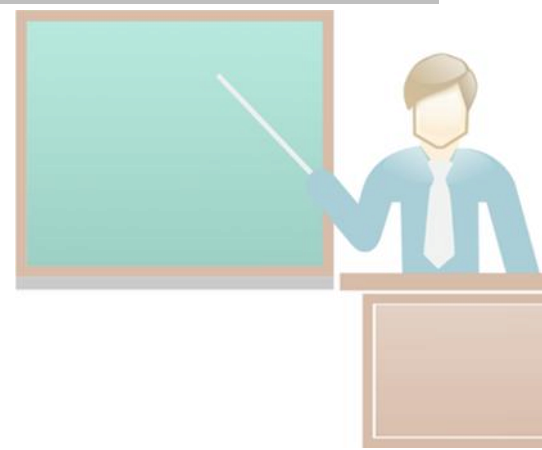
The trainer will present a list of dos and don'ts to the students, and ask them to think of examples for each, putting emphasis on the importance of preparation and timekeeping.

#### CLASSWORK

This will mainly be a discussion between trainer and students and can ask students to demonstrate examples to the rest of the class if the discussion flows that way.

#### TEACHING AID

- Computer
- Projector
- Speakers
- Internet connection





## Lesson 4: Introduction to Podcasts & Portable Audio Recording

*Duration: 3 hrs*

### OBJECTIVE

This lesson looks at podcasting, breaking down the main elements (interviews, music etc) and analyzing types of podcasts and what they are used for as well as where you can find them. It then moves into a more hands-on lesson, where students will learn the initial stage of producing a podcast. This will include the technical aspects of audio recording, the importance of good sound, types of microphones and different tools used to record sound.

### TEACHING NOTES

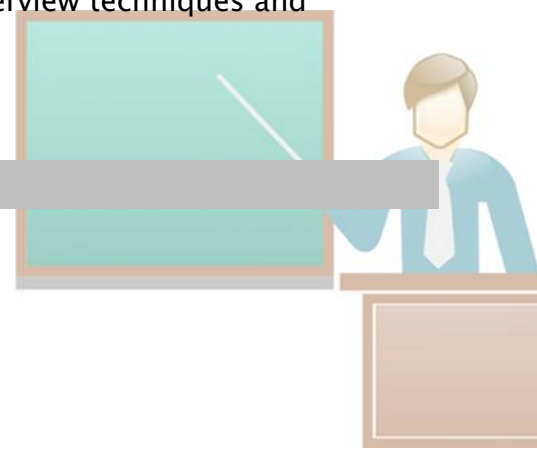
The trainer can play snippets from different podcasts using [Soundcloud](#) and [Mixcloud](#) to make sure the students understand exactly what they are. Prior to moving onto the technical part of the lesson, the trainer must emphasize the importance of good preparation, e.g. as an interviewer, knowing the questions you will ask, making sure your recording tools work and thinking about external factors, such as where you will do your recordings.

### CLASSWORK

Students are encouraged to engage in the discussion by giving examples of podcasts they listen to, why they listen to them and what makes a 'good' and 'bad' podcast. They will then be split into groups or pairs and will choose an interviewer and interviewee(s). They will spend some time preparing for an interview on the topic "Challenges Surrounding the Youth". They will then conduct and record a 10 minute interview using the interview techniques and recording methods they learned in the previous lesson.

### TEACHING AID

- Computer





- Projector
- Speakers
- Internet connection
- Microphones
- Audio recorders
- Notepads and pens

## Lesson 5: Audio Editing

*Duration: 4-5 hrs*

### OBJECTIVE

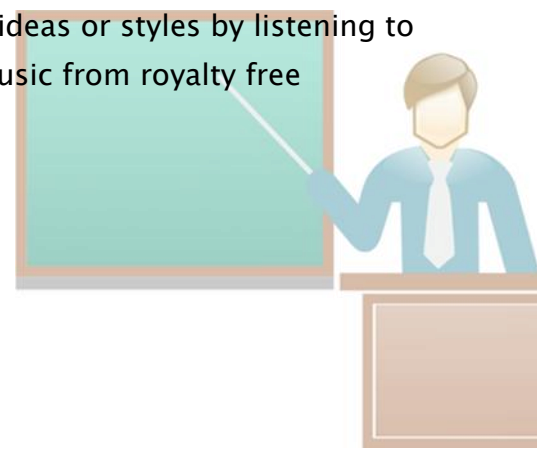
This lesson also has a hands-on approach. The students will learn how to edit audio using Audacity, an audio editing software. Using a step-by-step approach, the students will complete this class by producing their first podcast, using the interviews they conducted and recorded in the previous lesson, and adding music and/or voice overs or other material of their choice.

### TEACHING NOTES

The trainer can also demonstrate similar techniques using an alternative free audio editing software (Wavepad), if time allows. The time allowed for this course is flexible, depending on the number of students and how fast they work.

### CLASSWORK

The students will follow the trainer's instructions by downloading this free audio editing software on their personal PCs and spending the duration of the lesson producing their first podcast. They can also spend some of this time researching for ideas or styles by listening to other podcasts available online, as well as choosing free stock music from royalty free websites.







## TEACHING AID

- Computer
- Projector
- Speakers
- Internet connection
- Notepads and pens
- Audacity audio editing software
- Wavepad audio editing software (if necessary)

## Lesson 6: Using Social Media for Community Radio Outreach

*Duration: 3 hrs*

## OBJECTIVE

This lesson focuses directly on social media and how it can be used positively for community radio outreach. Tips and techniques on best practices of Facebook, Twitter and other social media outlets will be examined.

## TEACHING NOTES

Handouts will be given listing techniques to remember and giving 'good' and 'bad' examples of various social media outreach methods.

## CLASSWORK

The students will be asked to create Facebook and Twitter accounts for their 'radio show', and using the information provided in this lesson, create ten effective Facebook posts and ten effective Tweets introducing and promoting their show.

## TEACHING AID







- Computer
- Projector
- Speakers
- Internet Connection

