



Templates for Podcast Scripts

Directions: Use one of the following templates to help you plan out the next episode for your podcast. Each template is based of different creator personas who have different goals they want fulfilled by the scripting process.

Script Template 1: The Professor

Note: spaces closed in brackets [] indicates that the speaker should pause, while *italicized text* represent places for emphasis. Additionally, due to the involved nature of this style of podcast script, we've only written out the introduction and one topic to give you a sense of what the rest should look like. For a better sense of what sections you need for a full podcast script, please see templates 2 and 3.

Introduction

Cue intro music

Hello, and welcome to the XXX podcast [] my name is XXX. [] Today, we're going to be going over how to write a Professor style script for your podcast episode.

Main topic one

Alright, let's get right into it. The first thing you want to do when writing a Professor style script is to make sure you're being as detailed as possible with your outline []. Write out every idea you want to cover over the course of your episode. It can feel like a lot of work, [] but it's actually a really good tool to help you *structure your thoughts*.

It's also important that you read your script aloud *before* you record your podcast. Do *not* go in cold []. You need to make sure you've tweaked it *for the ear*. Otherwise, it will sound stilted and unnatural. You don't want to *sound* like you're reading even if you *are*.

If you need help with making your script flow, you can print it out and put reminder marks for emphasis, slower or faster pace, or pauses. You can also use tools like the brackets and the italicization to naturally work it into your document.

Oh, and, by the way, you should also write in the cues for music and sound effects. Make sure they **STAND OUT** so you don't accidentally read them or something. That'd be a bit of a bummer.

Despite this, the benefits of this style of script are clear, and I really recommend it if you're just starting your podcasting journey or perhaps don't feel comfortable improvising the content of your show.



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Script Template 2: The Architect

While the Architect forgoes writing out the word-for-word outline of the Professor, they still include an immense amount of detail in their script:

<i>Section</i>	<i>Topic</i>	<i>Supporting Points</i>	<i>Other Notes</i>
Intro	Introduce podcast, episode name and number	Lead with XXX music	Establish the problem the listener might be encountering with making their own podcast
Main Topic One	The basics of writing a podcast script	<ul style="list-style-type: none">- The different kinds of podcast scripts- Discuss the pros and cons of each	<ul style="list-style-type: none">- Professor v Architect v Gardener- What are the benefits of each?
Segue	Play XXX song		
Main Topic Two	Three act structure	Rising action, midpoint, and falling action.	<ul style="list-style-type: none">- Highlight the importance of pacing- Elements of storytelling
Main Topic Three	Examples of podcasts with good structure	<ul style="list-style-type: none">- This American Life, Hardcore History, etc.	Touch on how they use structure to build tension and raise the stakes of their narrative
Sponsored Message	Play pre-recorded message		
Main Topic 4	Rundown of how to put your ideas into a script	<ul style="list-style-type: none">- ideation and the creative process- different things to consider	Emphasise the importance of considering your audience when conveying your core idea
Outro	Conclude with a brief overview of what was covered, etc.	Finish with XXX outro music	Call to action (ask for subscription or review)



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Script Template 3: The Gardener

This form of podcast script is by far the most bare-bones of the three, only using a simple bullet list to convey the topic roadmap for the episode:

XXX Podcast, Season X, Episode Y	Date: XX/XX/XXXX
<ul style="list-style-type: none">- Introduction<ul style="list-style-type: none">- <i>Cue Music, set an upbeat tone for the episode</i>- Main Topic One: The basics of writing a podcast script- Main Topic Two: Three act structure<ul style="list-style-type: none">- Pacing- Sponsored Message<ul style="list-style-type: none">- <i>Play pre-recorded message</i>- Main Topic Three: Examples of podcasts with good structure<ul style="list-style-type: none">- Hardcore History- This American Life- Main Topic Four: Turning your ideas into a script<ul style="list-style-type: none">- Ideating- Audience- Outro<ul style="list-style-type: none">- CTA: subscribe and support the podcast; ask for reviews- End with normal outro music	