



Be Heard.

Podcast Guest Checklist

Consider Purchasing a Budget Microphone

Whilst a microphone isn't strictly necessary to appear on a podcast, your sound quality will be quite poor without one. If you want to sound credible, purchase a mic. Recommendation below...

Logitech H390



Approx Price: £25 / \$30

[Amazon UK](#) / [Amazon US](#)



[Hear the difference](#)

- ✓ *Better audio quality*
- ✓ *Sound clear and credible*
- ✓ *Easy to use*

Please also ensure the following...

Wear headphones. This is essential to prevent echo and feedback. If using a headset as shown above then these can act as your headphones.

Find a quiet space. Anything you can do to move away from external noise will be a big help to your audio quality.

Turn off notifications. Ensure the notifications on your phone and computer are switched off to avoid any interruptions.

Position yourself correctly. If not using a headset as above, make sure you are speaking closely into your computer mic.

Use a stable internet connection. Record in a place with strong wifi, and close all other applications before starting the podcast.

Speak slowly. Speaking too quickly results in lots of ums & ers. Relax and take your time. You will sound much more credible.

This podcast will be produced by Be Heard. Check out more free resources below.

Podcast Production: beheard.org.uk | Audiobook Production: chronicle.org.uk