Characteristics of a Podcast

Use the grid below to adjust or maintain key elements.

Category	Criteria	Note
Content	The recording respects the structure of a podcast (opening signature, fade in, how to, fade out, signature)	
	The information is presented in a logical, sequential and organized manner.	
	The content does not disclose personal information (name, address, phone number)	
Resources (images, music,video,etc.)	Citations and permissions granted are included in the podcast for all audio materials used.	
Form	The music or sounds are easy to understand.	
	Volume of audio components enhance the presentation.	
	Speakers are well rehearsed and dynamic.	
	The podcast has a maximum weight of 15Mo	
	The podcast must be available in MP3.	