



# RADIO CONTENT PREPARATION

**Duration** 10 to 25 minutes

**Participants** 5 to 15

- Goals**
- To organise and write a storyline for the programme
  - To elaborate the theme(s) of the programme

- Materials**
- Sheets of paper
  - Felt-tip pens
  - A flipchart

**Instructions** Now that the main elements of a radio programme have been established, invite the participants to choose one or more themes to explore during the airing of the show.

- ① Ask them to write on small sheets of paper one to three themes they would like to develop during the radio programme.
- ② Collect the papers and read their ideas out loud. Oftentimes, the terms proposed will be very general or abstract (eg. solidarity, love, gender, etc.). With these, ask them questions that would help delimit the theme(s). Write their responses on the flipchart and proceed to a show of hands to vote on one to three themes.
- ③ Based on their choice(s), invite the participants to reflect on different steps or headings to explore the theme(s). For example, these rubriques could be in the form of a debate or an extemporaneous conversation, a reading of a text, an interview, a quiz, a horoscope, a radio drama, etc. You also have the option to provide them with more specific instructions (ie. prepare a story, a debate, and a quiz relating to the main theme of the radio programme).

- ④ Next, think about the narrative of the radio show which is also called the storyline. Take note of the conducteur on the flipboard (or ask a participant to do it) in a way visible for everyone in the room. Brainstorm on the estimated time to be spent on each element of the storyline and log it down in writing.

The outcome would look something like this:

- Jingle [4 seconds]
- About the programme [2 minutes]
- Introduction of the theme [2 minutes]
- Rubrique 1 (ex. a story or testimony) [5 minutes]
- Rubrique 2 (ex. a quiz) [5 à 10 minutes]
- Musical interlude [2 minutes]
- Rubrique 3 (ex. a debate) [15 à 20 minutes]
- Programme conclusion [2 minutes]

- ⑤ Then, to divide the tasks, ask the participants to establish working groups among themselves.

In the end, you should have:

- Two to three journalists who will prepare the introductory spiel, the presentation of the main theme to be discussed, the transitions between the different parts of the show, and the conclusion
- As many groups as the number of show segments. For example, a group dedicated to preparing the quiz, another for the interview, a third to create questions for the debate, etc.
- A group tasked for musical interludes
- A person in charge of the technical parts (this could also be the facilitator)

- ⑥ Set a sufficient amount of time for each group to prepare their parts. Go around the room and check on each group in case they need advice.

## Variants

- ① If you are short of time, you can devote the entire programme to a debate. After choosing the theme, collect questions you want to explore which can be used to moderate the debate..
- ② If you propose a section for storytelling or testimonies, we suggest the following activity:

Ask the participants in charge to individually reflect on a personal memory they have related to the theme.

## Tips for facilitators

- ① It is important that everyone has a say in the choice of topics and questions to be discussed and answered to avoid any discomfort.
- ② Try to be as specific as possible when choosing topics and formulating questions. Moreover, communicate that nothing is set on stone and other issues could naturally emerge in the course of the discussions.
- ③ Take time to train the journalist(s) tasked to open and close the programme. You can rehearse their parts with them several times. The goal is to guide them without actually writing the script for them. Encourage them to adapt the 5W's of journalism (who, what, when, where, why) as a viable basis for writing.