YEAR 4 COMPUTING / KNOWLEDGE ORGANISER

Audio Production

A podcast is an audio programme. You can record, edit and combine sounds to make it clear and interesting to listen to.

Key vocabulary

Audio	Sound that can be recorded or played back.
Microphone	An input device that captures sound.
Speaker or headphones	Output devices that play sound.
Waveform	A visual picture of recorded sound over time.
Track	A row in an audio project that holds sound clips.
Trim	Remove unwanted sound at the start or end of a clip.
Volume	How loud or quiet a sound is.
Export	Save the finished project as an audio file.

What you need to know

- Plan what your listeners will hear. A short podcast can have an introduction, a main section and an ending.
- Record in a quiet place and listen back before editing. Use the waveform to help find the part you want to change.
- Trim long gaps or mistakes, move clips into order and add music or effects on another track. Adjust the levels so speech stays clear.
- Review your podcast against your plan. Ask permission before recording or sharing someone's voice and use sounds you have permission to use.

Worked example

Plan → Record → Edit and combine → Listen back → Export

Example: add quiet music under the introduction, then check that every word is easy to hear.

Quick recall

1. Which device records sound and which plays it back?
2. What could you change if the music drowns out the voice?

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