



How to create accessible Internet radio?

TEXTBOOK

The handbook was created in the EMOSOVO project. The project is implemented by Emociónate Radio from Spanish organization Fundación San Cebrián and Radio SOVO - an accessible internet radio of the Polish Association for People with Intellectual Disabilities.

The handbook is the result of cooperation between the EmoSovo project partners in the Erasmus+ programme.

AUTHORS:

Leonor Ramos Wilson from the Spanish organization **Fundación San Cebrian**

Piotr Bukowski, special educator from **the Polish Association for People with Intellectual Disability**



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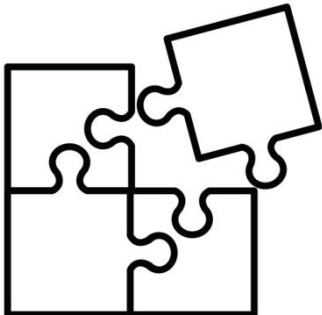
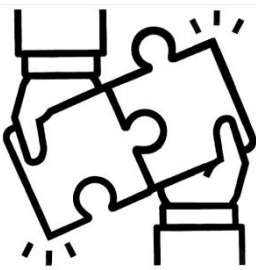
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The manual contains texts that are easy to read and understand (ETR)



Why a radio show?

	<p>Radio accompanies us in our lives.</p> <p>We all remember the songs, news, radio broadcasts or the voice of the announcer.</p>
	<p>Creating a radio is an opportunity for people with disabilities</p> <p>People with disabilities have a voice in every matter</p>
	<p>In the radio workshop you can work on skills such as:</p> <ul style="list-style-type: none"> ☑ Teamwork ☑ Communication ☑ Empathy <p>Empathy is a situation in which one person puts themselves in the place of another and tries to understand their feelings.</p> <ul style="list-style-type: none"> ☑ Active listening ☑ Creating ideas ☑ Management of computers and new technologies
	<p>On the radio, people feel listened to. Their self-esteem improves.</p> <p>All this makes it easier for people with disabilities to integrate into society.</p>

Radio is a means of communication that can provide greater visibility to socially excluded groups, as well as a tool that motivates the participation and contributes to the integral development of journalists and listeners, including people with intellectual or developmental disabilities.




History of radio




In **1873**, Scottish physicist James Clerk Maxwell wrote the theory of electromagnetic waves. In **1887**, the German physicist Heinrich Hertz extended Maxwell's theory and created electromagnetic waves. It is difficult to decide who first invented the radio. Electromagnetic waves would not

have been created without theory. In **1894**, Nikola Tesla made the first transmission of radio waves in public. In **1895**, William Marconi created the first radio system. Spaniard Julio Cervera broadcast his voice for the first time. The first radio broadcasts for entertainment, were created in **1920** in Argentina. By **1925** there were already 12 radio stations in Buenos Aires and Argentina. The first sender of the news was the station 8MK, in Detroit, United States. In 1933 Edwin Armstrong created a high-quality radio system, with frequency modulation, which we know as FM. FM is now the official transmission mode. In 1950 radio transmitters improved significantly. In 1957, the first pocket radios began to be sold. Many stations have switched to the VHF system, which only allows transmission at a distance of several hundred kilometers. Between 1960 and 1980, many people switched to television. In the 1990s, the quality of radio broadcasts improved thanks to new digital technologies, which influenced the increase in the popularity of radio. In 2007, DAB+ digital radio was created. This is the biggest breakthrough in radio since FM appeared.


How to be a journalist?


	<p>Anyone who is interested in communicating and passing information on to others can become a journalist</p> <p>People who like to talk, write, have a hobby, that they want to talk about can also become radio broadcasters.</p>
	<p>A journalist should:</p> <ul style="list-style-type: none"> ○ be able to read and write a little. ○ show commitment ○ know how to work in a team ○ be interested in what is happening around
	<p>It is important to support people with greater communication difficulties (reading, writing, speaking).</p> <p>They should be helped in their tasks.</p> <p>Give a choice of tasks and content.</p> <p>Work together on the script.</p>

	<p>Radio group leader/instructor</p> <p>In addition to participants (journalists) a very important role in the creation of the radio is played by the leader/instructor.</p> <p>The leader of the group is a professional.</p> <p>His task is to advise and accompany in the creation of the program, in the creative part and in the technical part.</p> <p>This is the person who coordinates the work of the team.</p>
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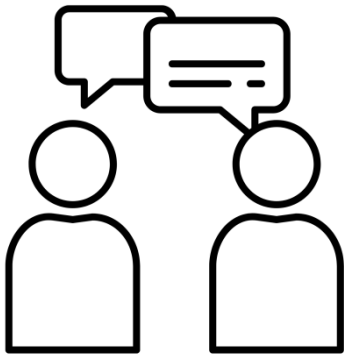
Objectives of the available Internet radio

What do we want to achieve by creating accessible Internet radio?

	<p>General objective:</p> <p>We want to create a team where participants will have opportunities to develop by creating radio broadcasts.</p> <p>Participants will create a radio program from the first idea to the broadcast.</p>
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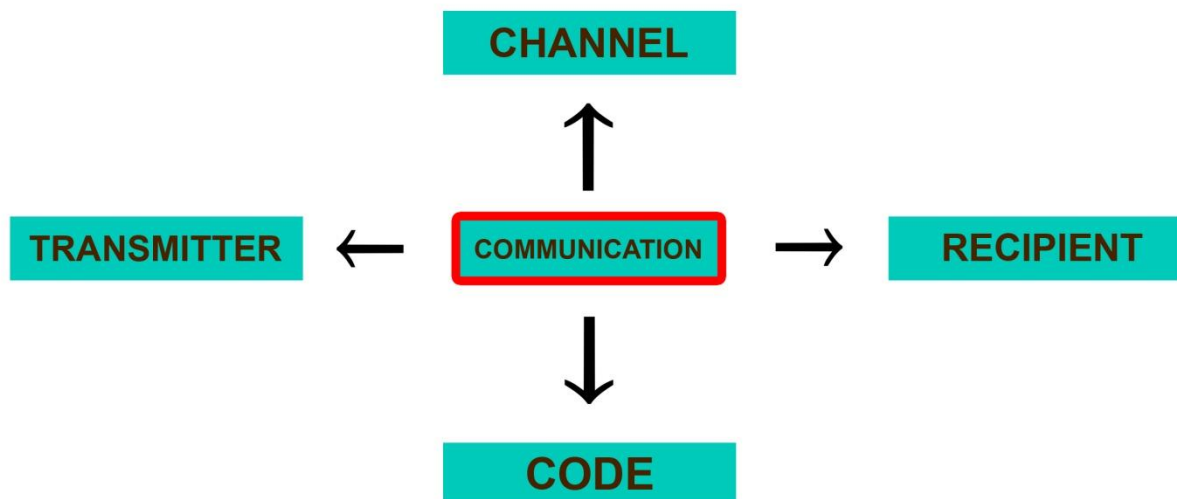
	<p>Workshop:</p> <p>During the creation of the broadcast, classes will be held that develop interpersonal and communication skills. These skills allow participants to feel good in society and increase their self-esteem. Workshops are a space for sharing current information and opinions.</p>
	<p>Specific objectives:</p> <ul style="list-style-type: none"> ○ Increasing the visibility of people with disabilities in the local community and showing their strengths. ○ Empowering participants ○ Developing team cooperation, commitment and responsibility. ○ Support in getting to know your strengths and weaknesses in communication ○ Sharing information with others

What is communication?



Communication is the exchange of information. The following elements participate in it:

Communication outline:



TRANSMITTER → It is something/someone who/sends a message. It can be a person or a device.



CHANNEL → This is the way we send a message. For example, a letter, a TV show, or a speech.

CODE → It is a set of rules and signs with which we create a message. For example, our language or drawing.

RECIPIENT → This is something/someone who/receives the message. It can be a person or a device.

In communication, a **MESSAGE** is also important → , it is the information we want to send.

The language of the radio. Features and elements

	<p>Sounds are radio language</p> <p>Radio language characteristics:</p> <p>Unisensory: we can't see or touch a message, we only hear it. We receive the message with our sense of hearing.</p> <p>Transient: the listener cannot go back and listen to the information again. You can't go back to it like a newspaper article.</p> <p>Immediacy: the message reaches the recipient at the same time as we send it.</p>
	<p>Elements of radio language</p> <p>Radio language consists of 4 elements that help us convey our information to recipients.</p> <p>1.WORD</p> <p>The word helps to keep the listener's attention.</p> <ul style="list-style-type: none"> ○ Speak clearly and concretely. <p>Use simple phrases such as:</p> <p>"The policeman was very afraid."</p> <p>Avoid complex sentences</p>



○ **Vocalize.**

Speak clearly. Remember that the listener does not see our gestures. To train pronunciation, you can read the text with a pencil in your mouth, and then read it again without a pencil.

○ **Take care of intonation.**

Respect punctuation marks and sentence breaks.

○ **Keep up the pace.**

Don't speak too fast for your audience to understand. Do not speak too slowly, because the listener may be bored. Have a positive attitude.

○ **Avoid improvisation**


If you decide to improvise, make sure you know the subject well and speak confidently.

2.SOUNDS (including jingles)


These sounds are used to diversify the radio language. They can also be used to create the atmosphere of a given broadcast.


3.MUSIC

A good melody helps to keep the listener's attention.

	<p>4.SILENCE</p> <p>Silence is very important, just like words, sounds or music. Don't be afraid to use silence in broadcasts.</p> <p>Silence can help create atmosphere or tension.</p> <p>For example, in a program about cops and robbers, we can use silence when a policeman discovers a thief.</p> <p>You can also use silence to help listeners reflect or as a pause and rest.</p>
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Broadcasting and types of programmes

	<p>There are radio broadcast on frequencies and online.</p> <p>Initially, all stations broadcast only on the radio frequency, i.e. on radio waves.</p> <p>With the advent of new technologies, stations appear that broadcast only via the Internet (Internet radios). Thus, a podcast appears, which is a radio program on the Internet and can be listened to at any time</p>
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	<p>There is also another way to create radio called streaming, which involves broadcasting a live program over the Internet.</p> <p>This way of creating radio is the most popular. You do not need to have special equipment (antennas, studios). Listeners can listen to the programs whenever they want because they are posted on the Internet. You can also transmit an image, making the broadcast more attractive.</p>
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Types of radio stations and programs

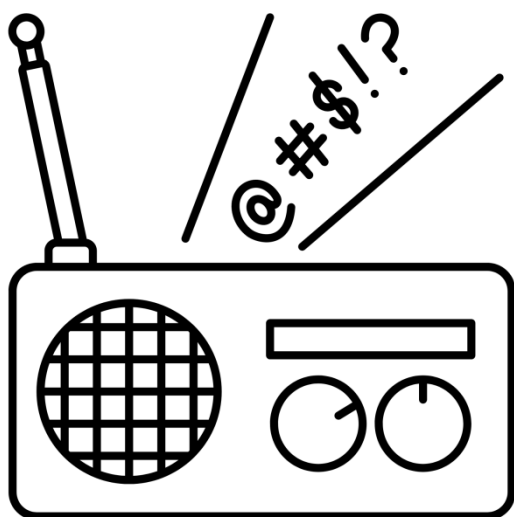
If we sort radio stations by programs and topics that they emit, we can distinguish 2 types of radio stations.

- ➔ **THEMATIC STATIONS** These stations broadcast selected topics, e.g. music genres, music news, music of a selected artist, etc.
- ➔ **GENERAL STATIONS** These stations have an entertainment purpose, a variety of music, various information, programs on various topics are broadcast.

TYPES OF RADIO PROGRAMS

	<p>Information programs</p> <p>They offer up-to-date national and international news about politics, society, events, weather, culture or sports.</p>
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	<p>Sports programs</p> <p>These are programs only about sports. Usually, the latest sporting events are broadcasted and commented.</p> <p>There are also live broadcasts, such as football or basketball matches. The purpose of the broadcast is to make listeners feel like spectators on a sports field. The announcers of these broadcasts are specialists in this field.</p>
	<p>Miscellaneous Programs</p> <p>These are other programs on various topics. Many of these programs are studio meetings (live calls).</p> <p>Almost all general subject radio stations broadcast news, cyclically several times a day at fixed times. News magazines usually deal with many topics. First of all, they address social and cultural issues. Other programs are children's programs or travel and adventure programs.</p>



Radio Magazine

It is a cyclical radio show. Magazines cover a variety of topics. The magazine can be: social, sports, automotive or investigative. They are broadcast at different times. These are also reportages, i.e. a report from the event.

The purpose of radio magazines is to entertain the listener and present interesting content rich in information /curiosities.

They should have the following features:

- be attractive and interesting.
- easy to understand
- encouraging thought and action

A radio magazine consists of the following elements:

Introduction Here appears the title of the program, which is related to the topic. Inviting and encouraging listeners to listen to the broadcast.

Development, i.e . explanation of specific content that we will deal with in this broadcast

Sections - each section is independent, has a format and structure. Editors who present a section must do so in an attractive, creative and dynamic way. They smoothly move from one section to another.

Closing This conclusion at the end of the program, may be the last comment of people who run the section.

Each magazine consists of sections, and the section has a format. The most popular formats of radio magazines are:

- news
- reportage
- interview
- Round table - is a debate on a given topic with the participation of several experts.
- Engaging listeners - a magazine with listeners, e.g. listeners express their opinion
- Music

How should an editor prepare to run a radio magazine?

Some information is discussed in the radio magazine. It is important to comment on them. Literacy is essential.

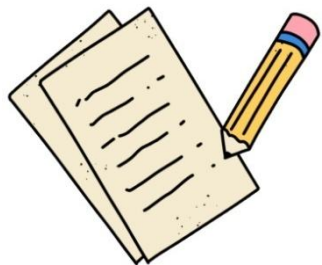
The editor should follow these steps:



Read the text 3 times before underlining it. The first reading is quick and serves to familiarize you with the text. The second reading aims to dispel doubts. The last reading is a better understanding of the text.

When you finish reading, check that you understand the text and try to answer the questions:

- What are the messages in the text?
- Why is this noteworthy?
- Who are the messages in the text about?
- When was the venue?



You can underline important parts of the text to make them easier to remember. Emphasize only what is important. If you emphasize too much, you will be able to distinguish between what is important and what is not.

Radio genres

Radio genre is a way for a reporter to convey information to listeners. It is a set of elements with which we convey information to listeners. It's a way of getting the message across to those who are listening.

Elements that may be included in the radio genre:

➔ **News (news)** are new facts of general importance, discussed in the broadcast immediately and clearly.

To write the news correctly, we need to answer the following questions:

- **What?** It refers to facts, things that happened.
- **Who?** It is he or they who are the protagonists in the broadcast. These are characters that appear in the news
- **When?** This is the moment when the fact happened, e.g. A motorcycle accident that occurred at 3 a.m. on Saturday.
- **Where?** It is the place where events happen.
- **Why?** These are reasons or motives, that create facts. If necessary, also talk about what happened before.
- **How?** Explain how the events happened.

➔ **Reportage** is a way of telling a story/event. It consists of interviews, heroes. Typically, a report is made by an editor who witnessed the event or is familiar with the field he is discussing.

➔ **An interview** is a conversation between a reporter and one or more invited individuals who have relevant knowledge of the topic. Questions are prepared to help guests say everything they know.

How should I prepare for the interview?

Before starting the interview, we need to introduce the topic and introduce the guest. Tell us why it is important and why we invited it to the program.

We need to create questions for the invited expert, that will satisfy the curiosity of the listeners and exhaust the topic discussed in the broadcast.

Questions should be:

- ☐ Clear and simple.
- ☐ Direct.
- ☐ Short

There are 2 types of questions:

Closed - yes or no answers are given to them.

Open- answers to them are full sentences.




Editor's tips:



- **Think carefully about the topic of the interview.** Think about the audience: what do they want to know? Put yourself in the place of the audience and define the purpose of the conversation.
- **Choose the interlocutor well** and make sure that he knows the topic well, whether you can call him an expert in a given field / topic.
- **Prepare for an interview.** Read books, articles and interviews on the subject. Watch videos or ask others who know the subject. Choose topics that are what you want to focus on in the interview.
- **Ask questions one at a time and control the conversation.** Each person should speak max. 3 minutes. After this time, you should give the floor to other guests in the studio, ask another question, interject your word so as not to tire the listeners.
- **Ask open-ended questions**, but not very general. Avoid using multiple closed-ended questions.

- ❓ **Do not focus only on** prepared questions, sometimes new questions arise or the interlocutor has already answered the question prepared by you. Therefore, you should be very attentive when talking.

How to write a script for a broadcast

The script is a written radio show. It contains everything that will happen in the program.

The script must contain the following information:	
	The name of the program. It is important to write the name so as not to confuse the script with another program.
	Date and duration of the program.
	The names of the people who make up the show. This is very useful when splitting roles in the program.

	<p>Resources refer to the most technical part. These are materials that we have managed to collect, e.g.:</p> <ul style="list-style-type: none"> ○ Sound effects ○ Recorded interviews ○ Recorded material in the studio
	<p>Content is the most important information in the scenario. We put information about what we have to say throughout the broadcast. Written texts divided into roles, interview questions, etc.</p>

The scenario according to its content can be divided into:

- **Literary script:** We place the text that will be read during the program.
- **Technical scenario:** This is a list of sounds, effects, melodies appearing during the broadcast. This scenario is necessary for the person responsible for the mixer or computer. There are also other activities of technical elements necessary to broadcast the program.

Depending on what the scenario looks like, it can be divided into:

- **American:** It has one column and all the elements are written out one below the other.
- **European:** it has two columns, in the one on the left appears everything that corresponds to technical actions, i.e. turning off the microphone, jingle, music, sound effect, etc., and in the one on the right there are texts of editors.

In addition, scenarios can be mixed and a technical-literary script can be created.

It is good practice to include photos instead of the names of journalists to better identify them. Select music, sound effects, and other broadcast elements with graphics.


Preparation of the radio program.

Now that we know all the elements that make up a radio program, we have to decide how we want to make a program and for this we have to answer these questions:

- Who is the program for?
- What will be the frequency of the program? How often will we broadcast the program?
- How long will each program last (approximately)?
- What sections will the program have?
- Who will be the presenter/lector? Will there be one?
- What sections of the broadcast will each editor perform?

Recording tools: voice and technology

To be able to record a radio program, we need 3 basic devices: **microphones**, a **computer** and a **mixing console**.

	<p>Microphone:</p> <p>It is a device that receives our voice. It is very important to use it well.</p> <p>The microphone is connected to the mixer. Our voice goes from the microphone to the mixer.</p> <p>The microphone is usually covered with foam, so that our voice is better heard.</p> <p>The microphone must always be at the level of our mouth and in front of the mouth, always facing the mouth.</p> <p>A good way is to take the script in your hand in front of you, so that the microphone is in the middle, between you and the script.</p> <p>If we put the script on the table, we must try to keep the microphone as close as possible to us and directed at our mouth.</p>
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Computer

This is the device with which we will broadcast the broadcast. Your computer must have access to the Internet. To broadcast the broadcast, we will need an appropriate program or account on popular streaming services, such as Youtube or Spotify. A mixer must be connected to the computer. The computer receives sound from the mixer. On the computer we will receive a sound and with the help of the program we can record it and also upload it to the Internet, so that everyone can hear.



Mixer

A mixer is a device that has several inputs for receiving sound and several outputs for sending all sounds. The sound inputs to the mixer can receive voice from:

- Microphones
- Computer
- Other devices on which we can play music (telephone, mp3)

With the help of a mixer, we can change the sound heard from microphones, silence, turn up, reduce noise, create effects such as echo. Therefore, each sound input has a column with several sliders to change what is needed.

Summary

Making a radio these days is not something complicated. You do not need to have specialized skills to broadcast on the Internet. All you need is good intentions and three basic tools: a microphone, a computer with Internet access and a mixer. Today's computers are equipped with a microphone. However, I would recommend using a basic external microphone connected to the mixer for a better effect in the broadcast.

Work during the creation of the script of the broadcast and recording has a significant therapeutic aspect for people with disabilities. Thanks to their work people with disabilities, radio editors have higher self-esteem, are more open to others and are not afraid to talk about their own and others' problems.

I invite you to familiarize yourself with the work of radio groups of people with intellectual disabilities operating at the Polish Association for People with Intellectual Disability: www.radiosovo.pl and the Spanish radio group Emotionale Radio operating at the San Cebrian Foundation: www.youtube.com/@fundacionsancebrian