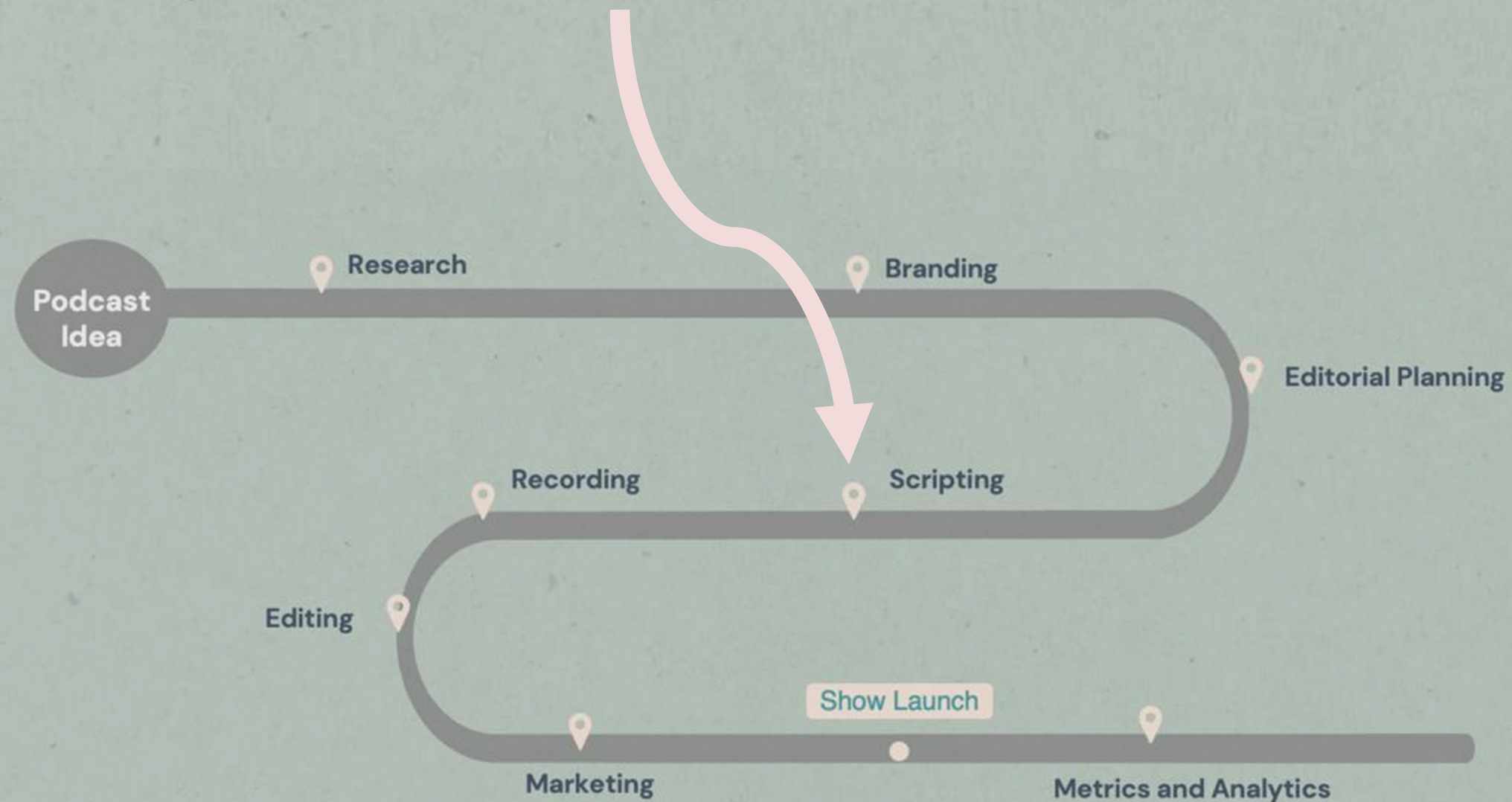


4. SCRIPTING



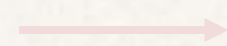


How will you prep your episodes?

Will you script every word of your episode?
Will you bring bulleted notes and go where the conversation takes you?

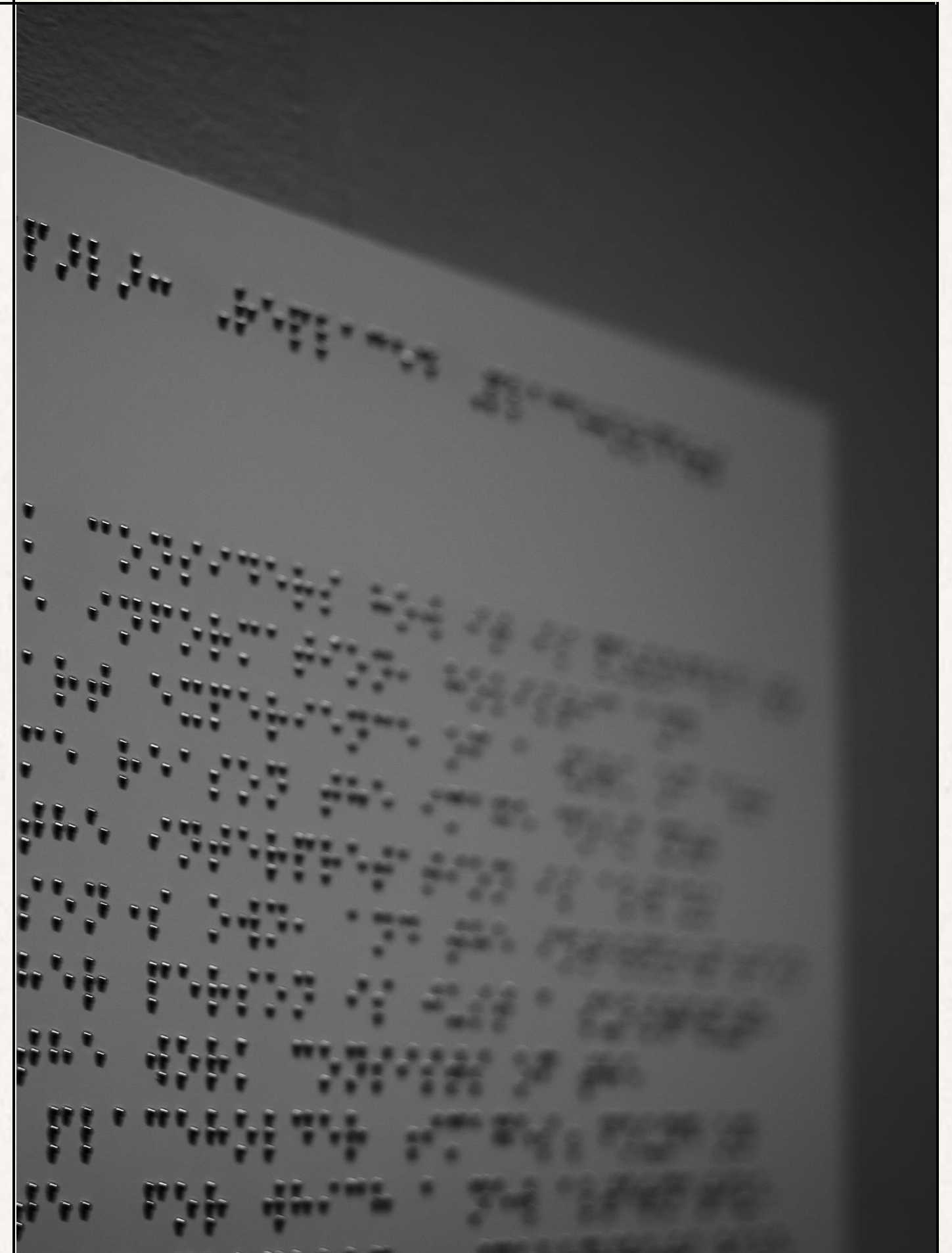
Depending on your structure, your prep could involve a rigorous scripting process, or a loose warm up.





Narrative shows

If you're creating a long-form documentary or fiction show, your script will be very thorough and important. It should be your guide (and your producer / editor's guide) to assembling clips from interviews, voiceover, music, and general story beats.





How to Create a Show



Scripting

WORKBOOK

Your Show

Summarize your show so far. Include the topic; structure (interviews, chat, narrative); and who will be involved.

Then, think about your comfort level. Do you prefer writing out what you want to say? Do you like to riff? How about your guests?

Finally, think about what might be added to the show. Music? Clips?



SCRIPTS

What does a podcast script look like? How should it be formatted? Am I doing it right??

The best script is the one that works best for you.
That means you can format it however it makes sense for
your show and your needs.

Here’s an example script excerpt from a formal interview
show about business topics.

For this show, the host and guests needed clear
directions on what to say and when, so the script is
detailed and structured.

Episode Outline: Life Sciences

Area:	Risk Capital / Human Capital
Host:	Meaghan P
Guest:	Tanaz M
Recording time:	March 19, 10 am CT
Episode Title	Potential: The Science of Work – where life sciences and workforce strategy meet The LifeSci Edge – insights at the intersection of industry and innovation LS Pulse – tracking the heartbeat of life sciences trends and talent

INTRODUCTION :

Meaghan:

- My name is Meaghan, and I’m the Global Life Sciences Leader at COMPANY.
- In today’s episode, we’re looking at what’s ahead for the Life Sciences industry.
- After a period of significant volatility, a more optimistic outlook is on the horizon for the life sciences industry in 2025.
- With me today to discuss is Tanaz, who is our Human Capital Partner.
- In our discussion, we’re going to walk through how current challenges and opportunities for Life Sciences, how HR is evolving in the industry, what we will see from AI, and continuing efforts in pay transparency and equity.
- So let’s get started!

QUESTION 1

Meaghan :

Let’s first start by setting the stage a bit. Can you tell us about the different areas of focus for the Life Sciences industry this year? And what is driving these?

Tanaz:

Potential discussion points:

- *As digitalization increases at a rapid pace, the sector faces stronger competition for talent from industries.*
 - *Many companies report critical shortages and difficulty filling open positions, especially professionals in AI, machine learning and data science.*
 - *A shortage of physicians, as well as data scientists and engineers with specialized knowledge in cell and gene therapies, are also notable challenges.*
- *Amid financial uncertainty, there has additionally been a decline in hiring rates in the life sciences industry.*

[pause]

SFX: Record button off.

Pause

SFX: Record on.

[a little rushed, out of breath]

I dreamed. Ok. I'm awake, yeah, and I was just dreaming. Ok. Ok.

[Sighs/slows down]

It was the Old One. She was in her house on the hill. The horses outside, I could hear them. Cus of the quiet. That eerie quiet.

ATMO: Music starts

She was at a wheel. Fiber in her hands. Spinning wool. Because that's what she does, for herself, and for the community, the tiny town down the hill. Where she walks sometimes, and uses her horses to pull a wagon full of wool, because –

This is the past. It's, yeah, it's back, far back. Like centuries in the past?

And – oh my god, duh - All of them. All of the women, they're in the past, of course -

But the Old One, she's spinning --

SFX: Slight effect starts. A sort of metronome or click or something

{A sort of beat to her voice} Spin, spin, spin, my hands work, create something from something else, and the satisfaction in that, the warmth. And I bring that warmth to the village, I bring them my work, to help soften their lives, their hard and mean lives, to help warm their nights, their cold and tough nights.

But. {Effect fade a bit to normal?}

SCRIPTS (continued)

Here's an example script excerpt from an audio fiction show.

For this show, the writer and performer was the same person. So while every word is included in the script, the structure is a bit looser and the notes a bit more abbreviated.

Asides and brackets helped remind how the story should sound. Plus, there's notes for where to add music and additional effects during the editing and assembly process.

SCRIPTS (continued)

Here’s an example script excerpt from a formal narrative show, telling a story with voiceover, music, and clips from interviews.

For this show, the editor assembled audio from multiple sources. So, we included time stamps and directions to help locate the right pieces.

Show Section	Audio Source	Content
Intro - Standard Show Intro	Music intro	[A short clip. Could keep this playing under the intro voiceover, or fade out]
	Voiceover	Welcome to the [SHOW TITLE], where we explore the hot topics surrounding the issues that matter to you. Today, our world is more volatile than ever — overloaded by data and compounded by complexity and uncertainty. This is where we come in. We'll bring together thought leaders, industry subject matter experts and senior business professionals to give you the clarity and confidence to make better decisions.
Intro - Season intro	Voiceover	I'm Sheena Singh, TITLE, and it's great to be with you for this, the first season of [SHOW TITLE], where we take a deep dive into the issues that matter to the world's business leaders. This season, we're exploring workforce resilience, with episodes featuring insights from experts about the new world of work, and what steps organizations can take to create an empowering work culture.
	Music break	[A short standard music break signifying end of intro and start of episode]
Client impact	Voiceover	The new demands on managers may mean developing new skills and updating old patterns. This, as Charlotte explains, may be the key to finding and keeping talent, and creating a truly resilient workforce.
	Interview: Time stamp: 06:55 & 07:08 & 13:19	There's been this shift in terms of directing others versus instructing others. The manager's role, <u>It's</u> more around being a champion of learning versus instructing others. And we've really started to see some evidence, if you get this right, you're more likely to retain talent. Get this wrong, and it has a huge impact on attrition.



WORKBOOK

Your Scripts

What will you include in your scripts? Brainstorm what you'll need for your show, thinking about your structure, who's involved, comfort levels, and content.

Want to see more script examples? Check out [this guide](#), and [this guide](#).



WORKBOOK

Your Pilot Script

Time to try it out! Choose one of your episode topics; we'll consider this your pilot or test episode. Brainstorm what you think will go in that episode. Create an outline if that's helpful, or just do an idea dump.

WORKBOOK

Your Draft Script

Time for your rough draft! Try a script format that works for you, using the content you just brainstormed.

NEXT STEPS

Spend some time working on this draft script!

In our next section, we'll finally get into the tech.

