



Media and Communication

Note-taking: student podcasts | Cambridge IGCSE ESL 0510/0511

1. Lead-in discussion

Talk with a partner before you read.

1. What podcasts or online videos do students listen to?
2. Why might a school create its own podcast?
3. What makes an interview interesting to listen to?
4. Should students be allowed to publish media online?

Exercise 3 at a glance

In this activity, you will read one factual text and complete notes using information from the text. In the exam, this task is usually worth 7 marks. This practice version includes extra notes to help you build confidence. Use short words or phrases from the text, not your own ideas.

2. Read for overall understanding

Read the text. How can student podcasts support communication skills?

Student Podcasts

A student podcast is a short audio programme made by learners for a school or local audience. Some episodes include news, interviews, reviews or advice for new students. Teachers say podcasts can help students plan interviews, speak clearly and edit information for an audience. The finished recording is only one part of the learning process.

Planning usually begins with a topic and a list of questions. Students decide who to interview, how long the episode should be and what listeners need to know first. They may research background information so that questions sound natural rather than random. Good preparation helps speakers avoid long pauses and repeated ideas.

Recording requires confidence and teamwork. One student may introduce the episode, another may ask questions and a third may check sound levels. Students practise using a microphone, listening without interrupting and asking follow-up questions. These skills are useful in speaking tests, presentations and everyday conversation.

Editing is important because real interviews often include mistakes, background noise or information that is not relevant. Students learn to remove repeated phrases, add a short introduction and check that music is used legally. Before publishing, teachers check privacy rules because students should not share personal details without permission.

A podcast can also give quieter students a role. Not everyone has to speak on the recording; some students can write questions, edit sound or prepare the episode description. This makes the project more inclusive than a traditional presentation. Listeners may include parents, younger students or members of the local community. Because the audience is real, students often take more care with accuracy, tone and pronunciation.

Podcast projects can be repeated across a term. Early episodes may be short and simple, while later ones include more confident interviews or stronger editing. This gives students a clear record of progress, especially in pronunciation, questioning and organising ideas for listeners.

Schools need simple publishing rules. Students should not name people without permission, include private information or use music copied from commercial songs. These limits may sound strict, but they protect students and help them understand responsible communication.

Students should also check facts before recording.

3. Strategy focus

Look for stages in a process

When a text describes media production, notes may come from different stages: planning, recording, editing and publishing.

4. Practice note-taking task

Complete the notes using information from the text. Use short words or phrases from the text. Do not add your own ideas.

Notes	Write short answers
Types of podcast content	- - -
Planning decisions	- - -
Recording skills	- - -
Editing and safety checks	- - -

5. Vocabulary notebook

Underline five useful words or phrases from the text. Check their meaning, then record them in your vocabulary notebook.

6. Follow-up tasks

1. Discussion: What topic would make a good student podcast episode?
2. Strategy: Choose three answers and decide whether each could be copied as one phrase rather than a full sentence.
3. Writing: Write three interview questions for a school podcast guest.
4. Vocabulary: Circle words and phrases connected to media, interviews and communication.

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Note-taking: student podcasts

2. Read for overall understanding

Suggested answer: they help students plan interviews, speak clearly and edit information for an audience.

4. Practice note-taking task

Types of podcast content

- news
- interviews
- reviews

Planning decisions

- who to interview
- how long the episode should be
- what listeners need to know first

Recording skills

- using a microphone
- listening without interrupting
- asking follow-up questions

Editing and safety checks

- remove repeated phrases
- check that music is used legally
- teachers check privacy rules / check privacy rules

Notes for checking

This is an extended practice version of the IGCSE ESL note-taking task. The live exam normally has fewer marks, but this version includes extra notes to build confidence and selection skills.

Accept short phrases that keep the same meaning.

Learners should avoid copying a whole sentence if a shorter note answers the heading.

Some answers need more than one or two words, especially when the key detail is a phrase.