**Communication Observational Checklist for pre and post assessment**

<table>
<thead>
<tr>
<th><strong>RADIO SPECIFIC SKILLS</strong></th>
<th>Always needs support to do this</th>
<th>Sometimes needs support to do this</th>
<th>Needs an occasional prompt – but when prompted is independent</th>
<th>Independent – does this spontaneously by themselves</th>
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<tbody>
<tr>
<td>Speaks at appropriate volume</td>
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<td>Can back announce a song</td>
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<td>Can call a radio I.D. as instructed</td>
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<tr>
<td>Is quiet when recording</td>
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<tr>
<td>Uses microphone appropriately</td>
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<tr>
<td>Practices emergency questions</td>
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<tr>
<th><strong>GENERAL SKILLS</strong></th>
<th>Always needs support to do this</th>
<th>Sometimes needs support to do this</th>
<th>Needs an occasional prompt – but when prompted is independent</th>
<th>Independent – does this spontaneously by themselves</th>
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<tbody>
<tr>
<td>Uses appropriate greeting</td>
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<tr>
<td>Introduces self to new person</td>
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<td>Asks new person about themselves</td>
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<tr>
<td>Asks questions without prompting</td>
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<tr>
<td>Ask questions appropriate to topic</td>
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<tr>
<td>Thanks appropriately</td>
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<tr>
<td>Follows learnt script</td>
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<tr>
<td>Uses recursive questioning</td>
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<td>Uses open-ended questions</td>
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<tr>
<td>Makes eye contact</td>
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<tr>
<td>Faces person they are talking to</td>
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<td>Offers to help someone</td>
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<td>Gives compliment to show interest</td>
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<td>Practices turn-taking in conversations</td>
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<tr>
<td>Follows directions</td>
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<td>Listens when others speak</td>
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<tr>
<td>Doesn’t Interrupt others in conversation</td>
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How to greet and introduce yourself and a guest on radio

1. MICROPHONE
   • check your microphone is on

2. SAY
   • "hello, you are listening to 4zzz, and I am your host today, ______"

3. INTRODUCE GUEST
   • "Today on my show I have _______"

4. INTRODUCE SUBJECT
   • "We will be talking today about _______"

5. SAY HELLO TO GUEST
   • "How are you today?"
   • (looking at guest)
Brainstorming interview questions

1. FORM A GROUP
   • Sit in a circle or around a table

2. WRITE
   • Write your topic on a big sheet of paper or whiteboard

3. ASK EVERY PERSON
   • Ask around the circle, one person at a time
   • Don't forget anyone!

4. NO ANSWER IS WRONG
   • Write every answer down

5. WEED OUT SOME IDEAS
   • Decide what ideas are not usable
   • Make group decisions
How to be a good YouTube DJ

1. ASK PEOPLE WHAT THEY WANT TO HEAR
   • If you have more than one song request, write a list
   • If there are no requests, ask people by name
   • "Hey, JOE, what song do you want to hear?"

2. PLAY A MIXTURE OF STYLES OF MUSIC
   • Fast, slow
   • Loud, quiet
   • Old, new

3. DON'T PLAY IT TOO LOUD
   • If it too loud, people can't talk to each other

4. WHAT HAPPENS IF IT IS TOO LOUD?
   • People might get annoyed and grouchy
   • They might start to shout at each other to be heard
   • Or they might leave
   • It can damage your ears

5. BACK ANNOUNCE SONGS
   • YOU say the name of song, who played it and who the request was for
   • Say: "That song was ________by ________. I played it for _______"
How to make your radio guest feel at home

1. SAY HELLO WHEN THEY ARRIVE
   • Say, "Hello, I am _______. I will be your host today"
   • Smile, look them in the eye

2. ASK THEM ABOUT THEIR DAY
   • "How are you today?"

3. SHOW THEM A PLACE TO SIT
   • "Would you like to sit down?"

4. ASK THEM IF THEY WOULD LIKE A DRINK
   • "Can I get you a drink of water, or a cup of tea?"

5. TELL THEM HOW LONG THEY WILL NEED TO WAIT
   • "We will be on air ten minutes"
How to hold your microphone and speak into it

1. WHY IS THIS IMPORTANT?
   - To avoid noise distortion in your recording

2. TOO CLOSE
   - Results in clicks and pops that sound bad on air

3. TOO FAR AWAY
   - Not loud enough
   - We can’t hear you

4. USE YOUR HAND TO CHECK THE DISTANCE
   - Remember the 'trumpet-hand' we learned

5. SPEAK IN A NORMAL VOICE
   - Try not to shout
   - Radio studios are usually quiet, so you will not need to be loud to be heard
How to overcome the ‘ums and ahhs’ in an interview

1. WE ALL FORGET WHAT TO SAY
   - Take a deep breath and try not to get flustered

2. HAVE A PLAN
   - think of possible questions and answers beforehand
   - get a friend to help you do this

3. PRACTICE YOUR PLAN
   - role-play being guest and interviewer
   - have some emergency questions

4. EMERGENCY QUESTIONS
   - REMEMBER the emergency questions start with:
     - who, what, where, why, when and how

5. TRY AGAIN
   - You WILL get better at this
How to greet a new person in group

1. Walk in the room
   - See a new person?
   - Time say hello & make them feel welcome

2. SAY HELLO
   - 'Hi, I'm _______
   - Smile

3. ASK THEM ABOUT THEMSELVES
   - "What is your name?
   - "Why have you come to join our radio group?"

4. TELL THEM SOMETHING ABOUT YOURSELF
   - "I came to radio group because I love music"

5. ASK THEM IF THEY WOULD LIKE A DRINK
   - "Can I get you a drink of water, or a cup of tea?"
How to thank someone

1. WHY DO YOU NEED TO THANK SOMEONE?
   • They did something for you
   • They said something nice about you

2. MAKE SURE YOU HAVE THEIR ATTENTION
   • Are they looking at you?
   • Are they listening to you?

3. LOOK THEM IN THE EYE/FACE
   • Smile

4. SAY
   • "Thank you", or "That's very kind of you"

5. WHAT HAPPENS NEXT?
   • They start to know you and like you
   • You've made a friend!
How to remind the listeners what show and station they are listening to

1. WHY CALL A RADIO I.D.?
   • This is a normal part of every radio show
   • It helps the listener know what station and show they are hearing

2. WHY CALL A RADIO I.D.?
   • It is a rule at all radio stations
   • It means listeners can find your show again next time

3. WHAT TO SAY
   • "Hello, I'm ________ and you are listening to the ___(name of show)___ on 4 triple zed 102.1fm"

4. OTHER THINGS YOU CAN SAY
   • Tell listeners the time: "It's 12:30 and you are listening to triple zed"
   • Back announce song names and artists "You've been listening to ______ played by ______"