

Podcasts. Instructions for creating the content

You must prepare a script containing the following information:

1. **Project title.**
2. The **full podcast text** and whether the audio should feature **a woman's or a man's voice**.
3. **General instructions** for reading the script: the tone, the pace and any emphasis to be placed on certain sentences or ideas.
4. **Proposals for background noise** to better set the scene for students, should the script require this: street noises, heavy machinery, an office, etc.

Diversity and gender

The UOC's learning resources should respect and guarantee gender diversity and perspective. In this way, we can portray our society's reality and commonly held values.

This means that in our podcast productions we must use language that respects people, striving to avoid any terms or expressions that might marginalize certain social groups.

If examples are given, everyday situations should be reproduced and there should be balanced representation in terms of gender, culture, religion and race, etc. Try to avoid disseminating messages that promote stereotypes, except in cases in which the example is actually intended to highlight a discriminatory situation.

Our guide on diversity and gender in audiovisual productions offers recommendations and guidelines (in Spanish or Catalan) to help you achieve this goal: <http://guia-audiovisual.uoc.edu/diversitat-i-genera/>.

You can also visit the Language Service website where you will find basic advice on how to use gender-neutral language.