

Skype Interview Guidelines

Podcast Skype interview tips and tricks for guests

Conducting interviews via Skype for a podcast is relatively easy, but they can sometimes be of sub-optimal quality. The following tips can help to improve the audio quality of a Skype interview, ensuring that you come across at your very best in the final podcast.

Reduce Unwanted Noises

- Mute your cell-phone, or preferably switch it off altogether
- Close all programs on your computer that make sounds, e.g. email, Facebook etc.
- In your Skype settings click the "Mute all sounds" button on the "Sounds" tab to eliminate Skype sounds from the podcast
- Close external windows and doors to minimize noises from outside
- Ask anyone in the house to be quiet whilst you're being interviewed
- Switch off TVs, radios and stereos, or turn their sound right down
- Switch off noisy air-conditioning or fans
- Don't fidget: eliminate chair noises, table kicks, pen clicks, paper rustling etc.
- Use a room with soft furnishings rather than an echoey room like a kitchen
- Close the curtains / drapes in your room as this helps to reduce echoes
- Don't touch your microphone during the interview
- **Use headphones** (e.g. your MP3 player's ear-buds) instead of your computer's speakers so your microphone doesn't pick up an echo of the interviewer's voice

Optimize your Internet Connection

- Hardwire your computer to your internet router with a CAT5 / Ethernet cable
- If you can't hardwire to your router, get as close to the Wi-Fi router as possible
- Turn off Skype video to reduce the load on your internet connection
- Ensure no internet intensive tasks are running on your network e.g. video streaming

Miscellaneous

- Have a glass of lukewarm water handy in case your mouth becomes dry
- Speak close to your microphone (approx. 5 inches away)
- Make sure your audio is coming from the correct device / microphone in Skype
- Try to maintain a consistent distance from your microphone
- Pause to collect your thoughts if you require; edits can always be made
- Reboot your computer to ensure it is operating optimally
- Close ALL unnecessary programs (e.g. iTunes) to reduce the load on your computer

Thank you very much for your assistance.