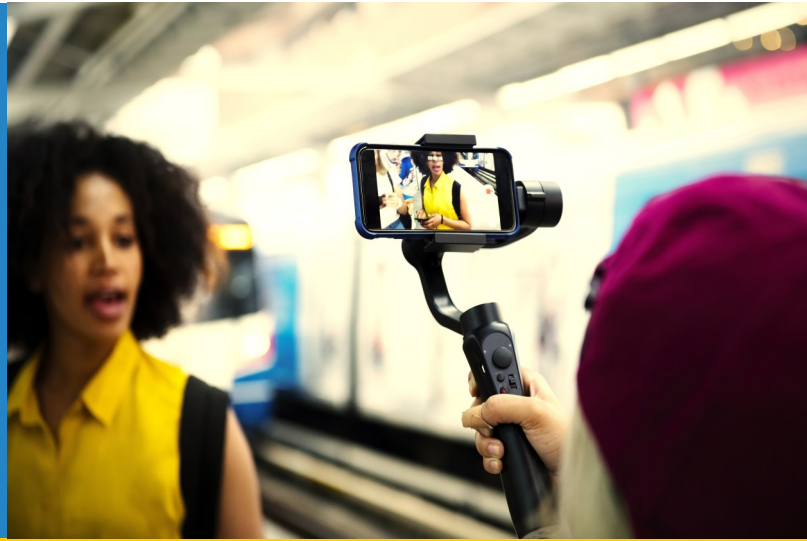


Young Reporters' Scotland

Tips for Reporting ~Interviews~



Whether you are filming, writing or recording sound, you should want to be able to conduct your interview in a professional manner

The most important thing to remember when you're interviewing someone is that you're there on behalf of the listeners (whether that's through written work or through film). They can't ask the questions they want the answers to, but you can. So, it's always a good idea to imagine what other people might like to know.

Your interview should always have a **CLEAR FOCUS**:

- ◆ Ask yourself why you want to interview this person?
- ◆ What information do you want to get out of them?

You should always **PLAN your interview** before you start:

Write yourself a set of 'open questions' in a logical order.

These questions usually begin with words like 'why' 'when' 'how' 'where' 'who' 'what' or 'can you tell me...' Open questions give people the chance to talk and expand on their answers. Closed questions don't.

LISTEN to your interviewee's answers and react to them:

They might mention something really interesting that you hadn't planned to talk about, so be prepared to be a bit flexible with your list of planned questions and pick up on the nice juicy bits of information.

The trick is to make your guest feel as though you're really interested without saying anything while they're talking. Don't say things like 'right' and 'uh huh' like you would in normal conversation.

Smiling, looking at them directly when they're talking and giving an encouraging nod of the head might feel stupid but it will do the trick!

Don't interrupt your guest while they're speaking unless there are technical or sound issues. More than once voice at a time on film sounds really messy.

Keep **CONTROL** of the interview:

If someone is talking too much or is off subject/not really answering the question then be prepared to interrupt them politely and move them onto the next subject or encourage them to talk about certain things you were hoping they would cover.

SUMMARY

- ◆ Do your research
- ◆ Plan a set of open questions but be flexible about them
- ◆ Don't talk over your guest during filming
- ◆ Listen carefully to what they are saying
- ◆ Preparation is key – practice interviewing each other before the event
- ◆ Remember, you're in charge!

Getting Started with Interviews

The thought of carrying out an interview can seem quite daunting and often overwhelming. The best way to overcome this is to practise and to wherever possible try and remember the questions you have in front of you. This will help to make you feel more confident as an interviewer and will make the interview seem professional.

Practise makes perfect:

As a first interview task, ask your best friend or parents if you can ask them some questions so that you can practise your technique. This is a great opportunity for you to think about the kind of questions where you will get an open and meaningful answer. Think about what they enjoy doing and ask them questions based on this.

In the Classroom:

Does your school have an Eco-Committee or club? Why not practise your interview techniques by interviewing some of the Eco-club members. You can turn your answers into an article which talks about why your school has an Eco-Club and the importance of people being aware of environmental and sustainability issues.

Ask them the following questions:

- ◆ Why did you decide to join the Eco-Committee
- ◆ What does the Eco-Committee do?
- ◆ Why is it important to have an Eco-Committee?
- ◆ What does our school do to help the environment?

Remember, practise makes perfect!