

How to Conduct an Interview

Set up the interview. Contact the person you would like to interview. Explain that you're a staff writer for the Tuscan Tiger Times, the school newspaper, and that you would like to set up an interview. Arrange a date, time, and place for the interview. Write it down—and be on time

Do your research. Learn what you can about the person before the interview.

Decide on your questions. Think of five to ten questions to ask. Ask questions that will get the person talking. Avoid questions that will result in one-word answers.

Conduct the interview. Bring a pen or pencil, a notebook, your questions, and a voice recorder (if you have one available). Be polite and respectful. And listen: You want to ask follow-up questions based on the person's answers to your prepared questions.

Review your notes. Look for the most interesting quotations from the interview and start to plan your article.

Profiles and Q&As

A **profile** is an article about a person. It is not simply a series of questions and answers. Instead, it is a story about the person. The writer weaves quotations from an interview with interesting details about person being profiled.

A **Q&A (question-and-answer) interview** consists of a series of questions and answers. It should also include a short introduction with important information about the person being interviewed.