

TAKING PART IN AN INTERVIEW

INTERVIEWER

- ◆ Prepare your questions before the interview.
- ◆ All good interviewers do in-depth research before undertaking an interview. Make sure you know as much as you can about your interviewee so you can choose interesting and important aspects of their life or the event to talk about.
- ◆ Choose appropriate 'open' questions.

"CLOSED' AND 'OPEN' QUESTIONS

Closed questions are those which can be answered by a 'yes' or 'no' and do not encourage the person to extend their answer.

Open questions allow the interviewee to comment at length and develop their answer e.g. "What did you think about....?" rather than "Did you know....?"

- ◆ LISTEN to the answers and use them to ask further questions to develop interesting points. This will help to make the interview flow and not just jump from one question to the next.
- ◆ The interviewer should not only ask questions but be prepared to make appropriate comments in response.

INTERVIEWEE

- ◆ Research your character and make sure you know as much about them as you can.
- ◆ Prepare your answers but do not learn them by heart so they can sound spontaneous.
- ◆ Make sure to develop your answers—not just phrases or 'yes' / 'no' answers.
- ◆ Try to 'keep in character' for the person you are supposed to be. Remember you are not answering as yourself.

