2-MINUTE INTERVIEW TEMPLATE

I’m \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and welcome to today’s student feature. I’m here

with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we’re going to be talking about

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, thanks for joining me.

(start interview)

(ask about five questions, fill close to 2 minutes)

Well, that’s all we have time for today. I’d like to thank my guest

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for coming in to be today’s student feature.

Til next time, I’m \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for WPPB The Pulse.

DO’S AND DON’TS OF INTERVIEWING

DO:  
1) Your homework! Be Prepared.  
2) Ask Direct Questions  
3) Ask Simple Questions... the ones that start with: Who, Why, How, What, Where  
4) Ask for details, examples, anecdotes  
5) LISTEN!!! Carefully, and Quietly  
6) Use Silence effectively  
7) Keep your opinions to yourself  
8) Ask questions that make people think instead of react  
9) admit you don’t understand... say “Tell me more about that” or “I Don’t Understand”  
10) Ask the questions listeners would ask  
If this is not a live on-the-air interview, ask :  
“Is there anything you’d like to add that I didn’t ask?” Or something like that  
“Who else should I talk to?”

DON’T  
1) Don’t make statements. Ask Questions.  
2) Don’t ask long, rambling, overloaded questions.  
3) Don’t ask Double Barreled (having more than one possible meaning; ambiguous words)  
questions.  
4) Don’t interrupt.  
5) Don’t ask self-answering questions.  
6) Don’t use jargon, and if the interviewee does, ask them to explain it.  
7) Don’t be afraid of silence.  
8) Don’t settle for unjustified accusations.  
9) Don’t ask questions that start with: “was” “did” “would” or “had”.  
10) Don’t listen out loud: “Ok...” “uh huh”. Nod and make eye contact to show you’re listenin