**Interview**

**WHAT IS AN INTERVIEW**

An interview is a conversation between two or more people the interviewer and the interviewee

Interviews are exchange of information between a reporter and a source.

The interview is an active method of gathering news.

For a journalist, an interview is usually in a form of question and answer session

Interview is one of the most important and easy way to gather information and create content for a story.

It is an efficient and easy way to prepare a news program or news show.

The best interview is conversations in which the required information arises as a part of the conversation.

If the reporter asks right questions, a source becomes a window to the news. A story can fail if the reporter asks the wrong questions or not enough questions.

In interview the reporter has a control over the news gathering situation.

Interviewer has to focus on one central theme of interest.

During interview, do not ask close ended questions (that will answer as yes or no).

Remember that it is your right to ask questions but it is also the right of the other person to refuse to answer.

A good interview technique requires practice so do not expect to master immediately. “Practice makes the man perfect”

To be a master of interview reporter has to learn the art of interview. He must develop research habits. Prepare questions in advance on the subject of interviews.

He must plan a strategy.

The tone of the interviewer should be according to the objective, such as soft tone, harsh tone, aggressive tone, hard tone, submissive tone etc.

Reporter must know the techniques of presenting the interview. He should know what comes first. Which sound bite should be quoted and how to edit the interview.

**TECHNIQUES (FOR QUESTIONING)**

• Questions should be clear and to the points.

• Ask the question don’t make statements

• No unnecessary warm up questions

• Don’t preface question with deferential words.

**CLASSIFICATION OF INTERVIEW**

There are many classification of interview. The main classifications are:

(i) Issue oriented interviews. Issue oriented interviews can further be categorized such as Political issues, Social issues, Civic issues, Interviews.

(ii) Personality oriented interviews: Personality oriented interviews revolve around personalities for instance. Political personalities, Show biz personalities, intellectuals, scholars, poets and writers etc.

(iii) Investigative interviews: These interviews are done to get some exclusive and authentic news story on an event, on a personality or on a decision which has a public significant.

**OTHER FORMS OF INTERVIEWS ARE:**

• Solo Interview (one man interview)

• Group Interview (More than two person interview)

• Telephonic Interview (peeper interview).

**TYPES OF INTERVIEWS**

• Set piece interviews (It is spot or an arranged interview)

• Door stepping interviews (are done instantly)

• Vox Pop interviews (They are random interviews. In these interviews questions are instant to a passer by)

• Moving Interviews (Interviewing while walking, moving in the car, train or on the board in aircraft)

• Interpreter or interpretive interviews are those which are done with the help of interpreter. Normally, these are conducted when either the interviewer or the interviewee does not know each others language.

 **INTERVIEWS**

**MOVING INTERVIEWS**

• Moving interviews are those in which a reporter has to interview the person while he is not static (sitting or standing on a place). He may be walking or traveling. These type if interviews are very tricky and require special technical and interviewing skill for doing a smooth interview. These type of interviews are normally done with the important people who do not have much time and they are to be captured on a short notice or moving between two places.

**EMOTIONAL INTERVIEWS**

• Emotional Interviews carry anxiety, anger or happiness. Reporter has to take care of the situation while asking questions. For example, if you are interviewing a mother whose child is missing, or a man who has been robbed or attacked by someone, he might be worried or in anger, or a person who won the race or a winner of the lottery, in all these situations reporter has to take care of the situation while asking the questions.

**CRIMINAL INTERVIEW**

• If you happen to record someone who has left the country but is still wanted in that country, you should note that whatever you broadcast may prejudice the trial. Interviewing a person who is wanted by police, itself is a crime/offence.

**NEWS CONFERENCES**

• News conferences are normally free for all reporters relatively they should be well organized. After the opening statement, reporters are supposed to ask the questions. While questioning in the press conference do not offend and try to get some more information by asking a relevant question.

**LIVE INTERVIEWS**

• Live interviews are difficult. In live interview you have to get the information in seconds. Try to get the news quickly, as basic questions to get required information. In live interview you should be briefed and to the point. While interviewing, try to friendly. Ask one question at one time. You should have objective oriented questions and must be aware of the subject. Plan your questions carefully. Start with easy questions, and then go for the hard ones. You should know exactly why you are conduction the interview. Be focused.

**INTERVIEW**

• INTERVIEW: Conducting a successful interview requires a combination of skills and arrangements. There are various kinds of interviews. One of the kinds is Funnel Interview. In Funnel Interview a mostly practiced form is Inverted Funnel.

**WHAT IS INVERTED FUNNEL INTERVIEW?**

• Inverted Funnel Interview is structured like a “Cone”. In these types of interviews common and key questions are asked such as – How old are you? , - Where did you get your experience?

• While asking such questions two factors determine the phase of interview:

• How the subject will react?

• The length of interview.

• Closed ended Interview: In this type of interview to the point questions are asked for example: Do you get on well with your boss? , Who will you vote for this election? ,

• Open ended Interview: In these interviews no specific question is asked. For example: Tell me about your relationship with your boss, what do you think about the two candidates in this election?

If you are going to have any sort of arranged interview you have to prepare a checklist:

• Do your background research.

• Seek appointment and schedule the interview.

• Write down questions in advance.

• Use shorthand or some other method to take notes quickly.

• Ask for explanations.

• Observe little things miner details as well.

• Be tough but fair.

• Keeps it going.

• Relax and be confident.

For good professional interview one has to take care of following steps:

• **Step one:** Prepare a list of questions, making sure you have more than you think you will need. Also prepare priority list.

• **Step two**: Find a quit place to talk if the interview is face to face.

• **Step three:** Turn Off your phone or ask not to be interrupted for the duration of the interview.

• **Step four**: Set up a small recorder before interview and also take notes.

• **Step five:** Carefully observe and make notes about the surroundings and the unusual behavior of the person.

• **Step six:** Start up with small talk to loosen up the subject. Most people are not accustomed in talking to strangers.

• **Step seven:** Ask direct questions. If the person who is giving the interview goes off on a track, gently remind him or her of the question at hand.

• **Step eight:** Take diligent notes until the end.

• **Step nine:** Pay special attention after recording has been turned off. The bestinformation and quotes often come after the interview has formally ended.

• **Step ten**: Always speak with another person who may has different opinionabout the topic.