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Faculty of Humanities and Social Sciences
Department of Media and Communication

English lectures

Speciality/ level: print and electronic journalism/master 1

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Production of interview

❖ *Preparing the interview*

1. Choosing a topic

To perform proper interviews, one must first pick an appropriate topic

2. Choosing whom to interview

The better you know your topic, the easier it will be to choose an appropriate person to interview. The impact of the interview depends on whom you interview and who will be listening to the interview.

3. Contacting the interviewee

Once you have chosen your source(s), you will contact them to request the interview.

- Make sure the topic of the interview is clear.

- You can take advantage of this contact to ask one or two questions to help you further your research.

4. Planning the interview

Once your interview is set up, you need to prepare your questions and notes.

- You must always prioritize the most important questions because you never know how long the interview will take
- Avoid trying to obtain as much information as possible
- Avoid closed-ended questions that can be answered by ‘yes’ or ‘no’.

Examples:

Closed-ended: *Do you think that this event is significant?*

Open-ended: *What do you think is the significance of this event?*

5. Location

Choose a calm, comfortable location. Noisy environments should be avoided.

6. Record the Interview:

It's a good idea to record your interview

7. Thank You!

End interviews with the question, "Is there anything else you'd like to add..." to give them the opportunity to reference something you may have overlooked.

And finally, don't forget to say thank you!

❖ ***Tips for a good interview***

- Be on time.
- If you are meeting the source for the first time, take the time to introduce yourself.
- Initially ask your source to introduce themselves.
- Don't rush your source. Some people need more time to adjust than others.

- Try to seem as present as possible and to show interest for your source's answers.
- Your body language conveys how you feel and can help make your source more relaxed.
- Do not hesitate to reformulate questions that have not been answered properly
- Give your source some freedom
- Do not hesitate to interrupt if you do not understand something.

Exercise

Choose a topic, and produce a journalistic interview with any source you want.