

A Guide to Writing An Interview

An interview is when you ask someone questions and they answer them. It is a bit like a conversation.

Think carefully about the person you are interviewing. You want the interview to be interesting. What do you want to know about the person, their life, their achievements and what they like/dislike.

If your questions are boring, the answers will be boring too.

If you are asked to include a particular question, make sure you do.

Don't ask questions that only need a yes/no answer.

E.g. Don't ask, "Were you happy when you won the race?"

Ask "How did you feel when you won the race?"

Try to imagine you really are the person being interviewed when you write your answers. What would the person say? How would they say it? Would they use informal or formal language?

Make sure your answers are always much longer than your questions. You wouldn't want to listen to an interview with your favourite pop star if the interviewer said more than the pop star.

Always make it clear whether it is the question (what the interviewer says) or the answer. You could do this by writing Q and A. or by putting the person's name.