INTERVIEWING 101
TYPES OF INTERVIEW QUESTIONS

- Background questions
- Closed questions (fact-checking)
- Open questions (get person to talk)
- Tough questions vs. intrusive questions
- “Junk” or easy questions
Think about location of interview, make sure it is conducive to communication.

Know your goals for your story. Do your research!

Write down your questions. Then, practice! Work on your “flow.”

Think about nonverbal communication (eye contact, firm handshake, good posture, avoid fidgeting).

Try to establish a connection with interviewee with “easy” questions first.

Be attentive and a good listener. Take notes.

Ask permission to record the interview (but still take notes).
COLUMBIA UNIVERSITY’S “SHOULDQS” FOR AN INTERVIEW

• Identify yourself at the outset of the interview and state purpose of interview.
• Tell the source how much time the interview will take. Keep the interview as short as possible.
• Ask specific questions that the source is competent to answer.
• Give the source ample time to reply.
• Ask the source to clarify complex or vague answers.
• Read back answers if requested or when in doubt about the phrasing of crucial material.
• Respectfully insist on answers if the public has a right to know them.
• Avoid lecturing the source, arguing or debating.
• Abide by requests for nonattribution, background only or off-the-record should the source make this a condition of the interview or of a statement.
NEWS ARTICLE 2
ROUGH DRAFT DUE IN ONE WEEK

- Based on an issue that relates to or is based on happenings at Palm Beach State College. Must have relevance to PBSC students.
- 500-750 words
- Two fact-based sources
- One interview with an employee of the college (you can include interviews with students, etc)
- Create a fact sheet and pyramid, as we did last time
• You must meet with me and bring with you Preliminary Worksheet. I am available during class time on Wednesday, 12:30-1:45 pm. You must meet with me before 1:45 pm on Wednesday to receive credit on the worksheet. You will get your graded first article back and your score on today’s AP quiz.

• Conduct interview and collect facts from sources on Reporting Worksheet.

• Plot facts on Pyramid Worksheet.

• Write lead, nut graf and rest of story.

• Next Monday, bring TYPED rough draft (with word count) and completed worksheets (reporting and pyramid). No draft = no class. (AP quizzes as usual)
BRAINSTORM
COME UP WITH FIVE POSSIBLE TOPICS

- What are some challenges that current PBSC students are facing?
- What are some important events happening on campus?
- What bothers or upsets PBSC students about going here?
- What gets PBSC students excited about going here?
- Are there new programs the college is offering?
- Are there new or exciting classes the college is offering?
- What’s going on with clubs? SGA?
- What do PBSC students care about right now?