

The Ultimate Interviewing Guide for Journalists and Writers

Interviewing is a fundamental skill for any journalist or writer. It is the primary means by which we gather information, develop our stories, and create compelling content. Yet, despite its importance, interviewing is often a daunting task, even for experienced professionals.

This comprehensive guide is designed to help you master the art of interviewing. We will cover every aspect of the process, from planning and preparation to conducting the interview itself. We will also provide expert tips and techniques to help you get the most out of your interviews and produce high-quality work.



Interviewing: A guide for journalists and writers

by Gail Sedorkin

★★★★☆ 4 out of 5

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Chapter 1: Planning and Preparation

The key to successful interviewing is thorough planning and preparation. In this chapter, we will discuss:

- **Defining your objectives:** What do you want to learn from the interview?
- **Researching your subject:** Gather as much information as possible about the person you are interviewing.
- **Crafting your questions:** Develop questions that are specific, open-ended, and relevant to your objectives.
- **Scheduling the interview:** Choose a time and place that is convenient for both you and your subject.
- **Preparing yourself:** Be well-rested, organized, and professional.

Chapter 2: Conducting the Interview

Once you have prepared for the interview, it is time to conduct it. In this chapter, we will discuss:

- **Establishing rapport:** Create a positive and comfortable atmosphere.
- **Asking your questions:** Be respectful, attentive, and follow up on interesting answers.
- **Listening actively:** Pay attention to both verbal and non-verbal cues.
- **Taking notes:** Record the key points of the interview accurately.
- **Ending the interview:** Thank your subject for their time and reiterate your objectives.

Chapter 3: Post-Interview Follow-Up

The interview is not over once you have left the room. In this chapter, we will discuss:

- **Reviewing your notes:** Organize and analyze the information you gathered.
- **Contacting your subject for clarification:** If necessary, follow up to clarify any points or ask additional questions.
- **Writing your article or story:** Use the information from the interview to create a compelling and informative piece of writing.

Chapter 4: Special Considerations

In this chapter, we will discuss special considerations for interviewing in different situations, such as:

- **Sensitive topics:** How to approach and discuss difficult or controversial issues.
- **Difficult subjects:** How to deal with uncooperative or hostile interviewees.
- **Remote interviewing:** Best practices for conducting interviews over video or phone.

Interviewing is a challenging but rewarding skill. By following the tips and techniques outlined in this guide, you can develop your interviewing skills and become a more effective journalist or writer.

Remember, the key to successful interviewing is preparation, practice, and perseverance. With hard work and dedication, you can master the art of interviewing and produce high-quality work that informs, engages, and inspires your audience.



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