**1. What is an interview?**

An Interview is a structured conversation where one participant asks questions, and the other provides answers. You often see an interview in a newspaper, television program or on a news site. Sometimes in written form, sometimes in images. An interviewer on screen or an interviewer who writes both have the same goal: they want to know something about the interviewee.

**2. Types of questions**

**What:** Helps identify the key details of a situation or event. Example: "What did you feel at the time of the event?"

**Why:** Explores the reasons or motivations behind an action or decision. Example: "Why did you choose that particular solution?"

**When:** Establishes the timeline or time frame of an occurrence. Example: "When did you first notice the issue?"

**Where:** Focuses on the location or setting of an event. Example: "Where were you when this happened to you?"

**Who:** Identifies the individuals or entities involved. Example: "Who was with you when this occurred?"

**How:** Examines the methods or processes by which something happened. Example: "How did you achieve your goal?"

We use the five W and one H questions (What, Why, When, Where, Who, and How) to get the full picture, solve problems, talk clearly, make good decisions, report news accurately, manage projects well, think carefully, investigate thoroughly, and learn effectively.

**2. Have your own interview**

Think about who you want to interview and why. You want to get to know the other person and the other way around. It's important to ask the other person about their qualities and habits. Now think of five questions in advance that you can ask the interviewee. For example: ‘what are you passionate about?’ or ‘what would you say are your best (or worst) qualities?’ or ‘How do you think others describe you?’.   
(To practise properly, you can first interview someone you are comfortable with.)

It is best to ask open questions during an interview, because then you are less likely to get short answers to your questions. An open question: How are you? A closed question: Are you okay?

Asking follow up questions means that you elaborate further on the interviewee's answer. Real journalists continue to ask questions if they feel that the interviewee has not given a sufficient enough answer.

The note taker is the one who writes down the answers. It's hard to keep track sometimes, therefore it is useful to use keywords so that you can elaborate on them later. [Or you record it all].

It is of course nice if a photo of the interviewee accompanies the interview. Always ask first whether the interviewee would like this.

After each interview, think about what went well and what could be improved next time. You can write this down for yourself to see yourself evolve in the future.