

# RADIO INTERVIEW



Translated from  
Raghu Mainali's  
Radio Paddati

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# INTERVIEW

- A form of presentation in which one person interviews one or more than one person.
- An interviewer conducts a program with the help of questions.
- The major component here is the question an interviewer asks.
- Robert Mcleish – *“The main aim of the interview is to convey the message of a person through his own voice in a given topic.”*

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# ASPECTS

Facts

Feelings

Motives

Opinions

These four aspects are suited to any situation. Every story has a fact. That story is felt and experienced by the person and society in its own way. Every person has his/her own motives for the story. And, these facts, feelings and motives add up to form own opinions about the subject matter.



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# BASIC APPROACH

- An interview is not a debate between two topics.
- An interview does not determine win or loss.
- An interviewer merely is representing the questions of audiences and their curiosities.
- Since the interviewer is a representative of the audience, he/she should avoid the use of “Me” during interview.

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# BASIC APPROACH

- An interviewer should not be aggressive however challenging the situation is.
- Some interviews might just be for entertainment, like with celebrities, where there is no motive or goal for an interview. In that case, the interviewer should not do challenging questions to them.

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# TYPES

**Explanatory  
Interview**

**Analytical  
Interview**

**Emotional  
Interview**

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# TYPES

## Explanatory Interview

## Analytical Interview

## Emotional Interview

Facts, feelings, motives and opinions might be of general interest to the people. The interview taken for the public interest is called exploratory interview. This gives us information about facts.

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# TYPES

**Explanatory  
Interview**

**Analytical  
Interview**

**Emotional  
Interview**

When the facts, feelings, motives and opinions are established, there might be some questions raised in a public level. In this case, an analytical interview is conducted. In this, the interviewee is directly responsible for the consequences that occurs due to the interview.

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# TYPES

**Explanatory  
Interview**

**Analytical  
Interview**

**Emotional  
Interview**

An incident sometimes creates a deep impression in a person, and the subject matter of that incident drives his emotions. In this case, the subject matter of an interview becomes emotional. For example, an interview with victims of some crisis. In this type of interview, his/her experience and opinions are discussed, and, the interviewer does not cross check the facts given by the interviewee.

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# COMPONENTS

**Interviewer**

**Interviewee**

**Aim and Context**

**Question**

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# COMPONENTS

**Interviewer**

**Interviewee**

**Aim and Context**

**Question**

The control of an interview is completely in the hands of an interviewer. An interview is considered successful when an interviewer is able to fulfill the motive of the interview in a simple and efficient manner.

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# COMPONENTS

**Interviewer**

**Interviewee**

**Aim and Context**

**Question**

An interviewee is the central character in an interview. A question to the interviewee must be relevant to his/her field. If the public does not have enough trust in the interviewee, then the words he speaks will be considered as a propaganda, which will kill the main agenda of the interview.

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# COMPONENTS

**Interviewer**

**Interviewee**

**Aim and Context**

**Question**

In an interview, and interviewee should not start speaking in a free manner, but rather be steered by the interviewer. And, to steer this story, there has to be a definite aim. Every interview has certain context, and the interviewer should understand the context and try to reach for the aim.

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# COMPONENTS

**Interviewer**

**Interviewee**

**Aim and Context**

**Question**

To tell a story through an interview, question is the must. An interviewer investigates the elements of a story with the help of question. The sequence of question determines the sequence of the story. Therefore, relevant questions and their sequences are extremely important for an interview.

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# STRUCTURE

**1) Standard Opening**

**2) Introduction of Interviewee and the topic**

**3) Question and Answer**

**4) Winding up**

**5) Standard Closing**

Click on Individual Title to view.

Click on “STRUCTURE” above to come back to this page again.

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# STRUCTURE

An interview is opened with a formal address to the audience, introductory tune, name of the program, time and day the program is aired.



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# STRUCTURE

After opening, there has to be a proper introduction of the topic of the interview and the interviewee. The agenda of the interview must be made clear during the introduction. The interviewer should make sure that he/she has made the aim and context of the interview clear to the audiences.



# STRUCTURE

This is the main part of an interview. During question and answer, the interviewer should ask questions according to the nature of the interviewee, topic, facts, etc. a good interview is always lively and active and not dull and boring at all. There must be a smooth flow in order of questions.



# STRUCTURE

After the question and answer session, the program has to be wrapped up. While winding up the program, an interviewer should **not give conclusion** regarding the topic of interview. While ending the question and answer session, the final question should be started with “at last” or “finally”, hinting the audiences that the interview has come to an end. After the interview, an interviewee should be allowed to say something without binding him in any questions, which will be the conclusion of the interview. The whole structure of the interview should be in such a way that it opens floor for further discussion, and not conclude it.



# STRUCTURE

After winding up the interview, it's time to say goodbye to the audiences. A standard closing is done after asking for suggestions about the program, informing about the next interview session, and asking formal permission to be apart from the audiences. It is followed by closing tune.



# Interviewee

**As a source**

**As a representative**

**As a symbol**

Click on individual topic to read them

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# Interviewee

## As a source

## As a representative

## As a symbol

- Someone who has important information about something;
- Someone who is experienced and has a unique view point about something;
- Someone who is the cause of an incident.

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# Interviewee

**As a source**

**As a representative**

**As a symbol**

- Someone who is a representative of people in political scenario;
- Someone who is a public figure;
- Someone from a religious institution;
- Someone who is a business tycoon;
- Someone from an indigenous group.

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# Interviewee

**As a source**

**As a representative**

**As a symbol**

- Someone who is a symbol of religion;
- Someone who is a symbol of peace and prosperity;
- Someone who is a symbol of social injustice.

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# NATURE OF AN INTERVIEWEE

Interviewee differs according to nature. Someone might be calm and cool, while others might be aggressive. He might not have heard about the respective radio station or program. An interviewer must prepare questions according to the nature of the interviewee by understanding about him/her beforehand.

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# NATURE OF AN INTERVIEWEE

- Might be expertise in a special field;
- Might be extremely talkative;
- Might be Shy/Modest;
- Might be Cunning and Smart
- Might be expert in twisting facts and situations;
- Might be emotional;
- Might be logical;
- Might be aggressive;
- Might use technical terms and jargons a lot.

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# PREPARING FOR AN INTERVIEW

Before doing an interview, there has to be a proper research regarding the topic of interview and the interviewee. If there is no preparation for it, then the interview will look amateur, and there will be a lot of shortcomings in the questions. This might even raise questions against the interviewer. Preparing for an interview means to gain enough information for forming questions for the interviewee. For that, the following things should be taken into account.



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# PREPARING FOR AN INTERVIEW

- What is the main reason for this interview?
- Are the goals and objectives relevant to the public?
- How are the established debates regarding that topic recently?
- What are the main points of that subject?
- Are the findings and research regarding the topic enough?

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# PREPARATION FOR QUESTIONS

Question	Asked for	We Obtain
Who?	Facts	Person's/organization's name
When?	Facts	Time and date
Where?	Facts	Location
What?	Analysis/definition of the facts	Sequences of incidents
How?	Analysis/definition of the facts	Sequences of incidents (more elaborate)
Which?	Choosing among options	A specific answer among options
Why?	Views and reasons for actions	Motives and reasons behind actions



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# PREPARATION FOR QUESTIONS

**Apart from those listed earlier, there can be other types of questions like:**

- Questions to prove a point;
- Questions to paint a picture of a place;
- Questions to motivate in telling more about an incident or place or a person;
- Follow up questions.

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# TYPES OF QUESTIONS

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# TYPES OF QUESTIONS

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# TYPES OF QUESTIONS

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# TYPES OF QUESTIONS

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# TYPES OF QUESTIONS

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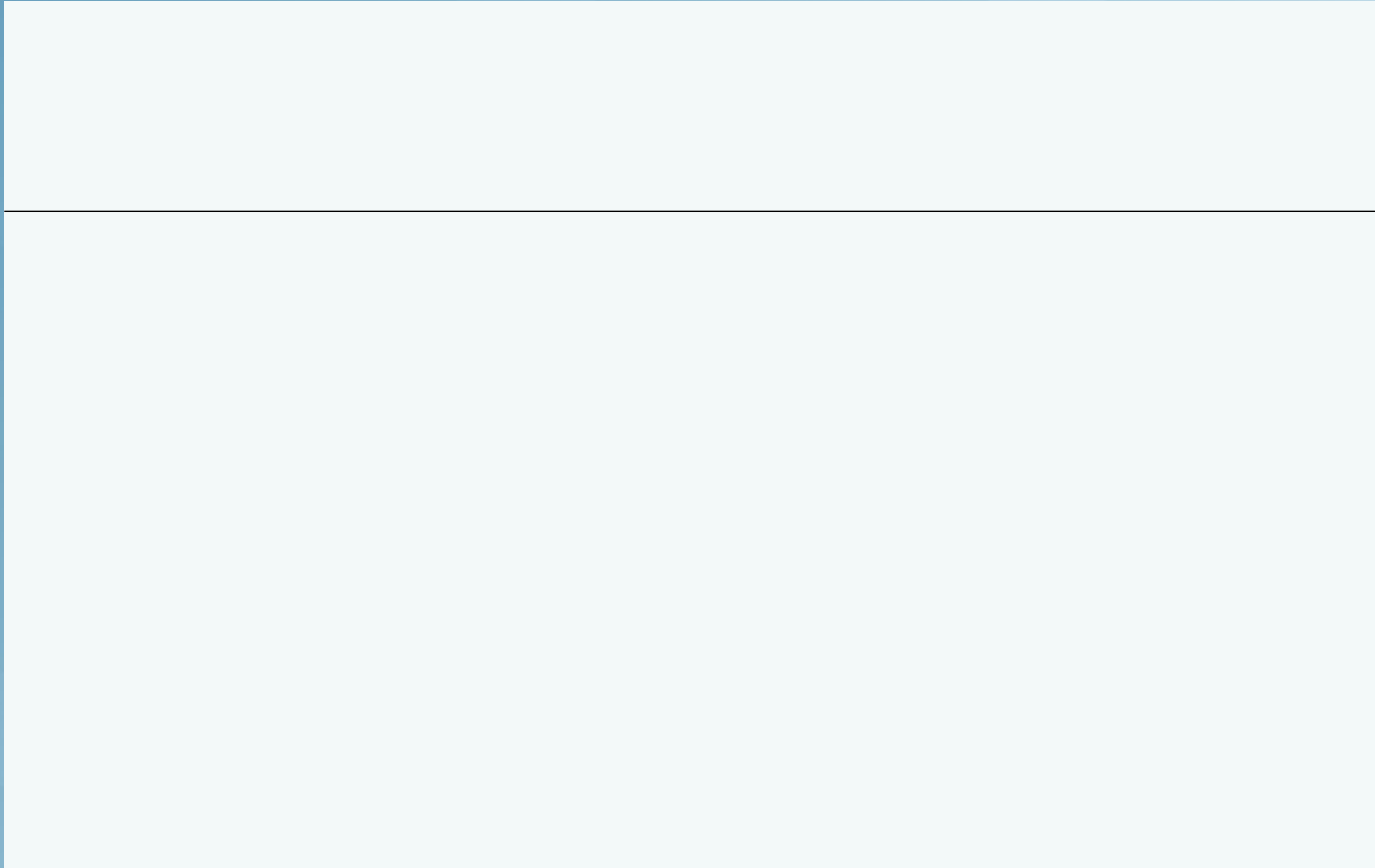
# TYPES OF QUESTIONS

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# TYPES OF QUESTIONS



# TYPES OF QUESTIONS

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# QUESTIONS NOT TO BE ASKED

## 1) Double Question

An interviewer must not ask more than one question at a time. If this is done, then the interviewee might omit some questions. For example, “Why could Nepal not perform well in international match? Are Nepali players ready for world cup? In how many years will the Nepali Cricket team bring the world cup trophy? 10 years? 15 years?”



# QUESTIONS NOT TO BE ASKED

## 2) Wide Question

These types of questions does not specify anything. They are too general, and the information obtained from them are vague and confusing. For example, “What is the situation of journalism in the world?” “How are you seeing the current affairs of Nepal?”



# QUESTIONS NOT TO BE ASKED

## 3) Leading Question

A question should not be imperative. An interviewer should make sure that his question is not telling the interviewee to do something. For example, “You are a successful actor in India. Now you need to do Nepali movie as well, don’t you think?”



# QUESTIONS NOT TO BE ASKED

## 4) Closed Question

Objective type questions should be omitted. A question should be done so that the view of the interviewee is also reflected. It should not be yes/no question. For example, “Are you happy with your current status?” “How many mobile phones do you carry?”



# QUESTIONS NOT TO BE ASKED

## 5) Irrelevant Question

Questions should not go out of topic or be done just for sake of doing questions. For example, “When are you going to play in Nepali movie?”





# QUESTIONS NOT TO BE ASKED

## 6) Loaded Question

A question should not be a personal attack by the interviewer. For example, an anti-Congress person asks a congress leader, “Wasn’t it because of you that the situation in Eastern Madhesh got worse? Do you blame yourself for that?”



# QUESTIONS NOT TO BE ASKED

## 7) Meta Question

An interviewer should not be rude and ask questions in an unethical way. For example, “Do you want to answer my question or not?” “Just tell me one thing, are you involved in Watergate scandal or not?”



# QUESTIONS NOT TO BE ASKED

## 8) Double-barreled Question

A question must not be done to raise double meaning or double impression, or put the interviewee in an ethical dilemma. For example, “Weren’t you angry when your opposition leader changed the policy?”



# POINTS TO REMEMBER WHILE MAKING QUESTION

## What to ask

**Short and Simple question**

**Open questions (Why? How?)**

**Creative questions**

**Pre-planned questions**

**Questions to maintain self confidence**

**Questions making a friendly  
environment**

**Questions that takes reasonable time to  
answer**

## What not to ask

**Complex and Long  
question**

**Questions covering large  
area**

**Imperative question**

**Unnecessary and  
irrelevant question**

**Repetitive question**

**Yes/No question**



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# WHAT TO INFORM INTERVIEWEE BEFORE AN INTERVIEW?

- What is the topic and theme of the interview?
- Is this interview live broadcast or recorded?
- How long will the interview run?
- Is this interview a part of a program or the main event?
- What is the context of this interview?
- Who are the audiences of this interview?

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# GOOD LISTENING

When we talk about listener in terms of interview, we are talking about the interviewer. A good interviewer should be a good listener. If the interviewer stops paying attention to the things an interviewee says, the interviewee might lose focus of the interview. A good listening makes way for follow-up questions. In terms of listening, interviewer is classified into three types. They are:

- 1) Active listening;
- 2) Selective listening;
- 3) Passive listening.



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# GOOD LISTENING

Active  
listening

Selective  
listening

Passive  
listening

This is the most correct form of listening. This helps to know what the interviewee is saying, how is he/she saying, and in what context is he/she speaking. Since the interviewer represents the audiences, he/she should listen to whatever the interviewee says.

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# GOOD LISTENING

Active  
listening

Selective  
listening

Passive  
listening

This is the prejudiced form of listening. If an interviewee adapts selective listening, then he/she only pays attention to the things relevant for the interview. He will not take other things into account what the interviewee says, apart from topics that are planned beforehand. Sometimes, an interviewer might only pay attention to thing he likes, and omit other things.

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# GOOD LISTENING

Active  
listening

Selective  
listening

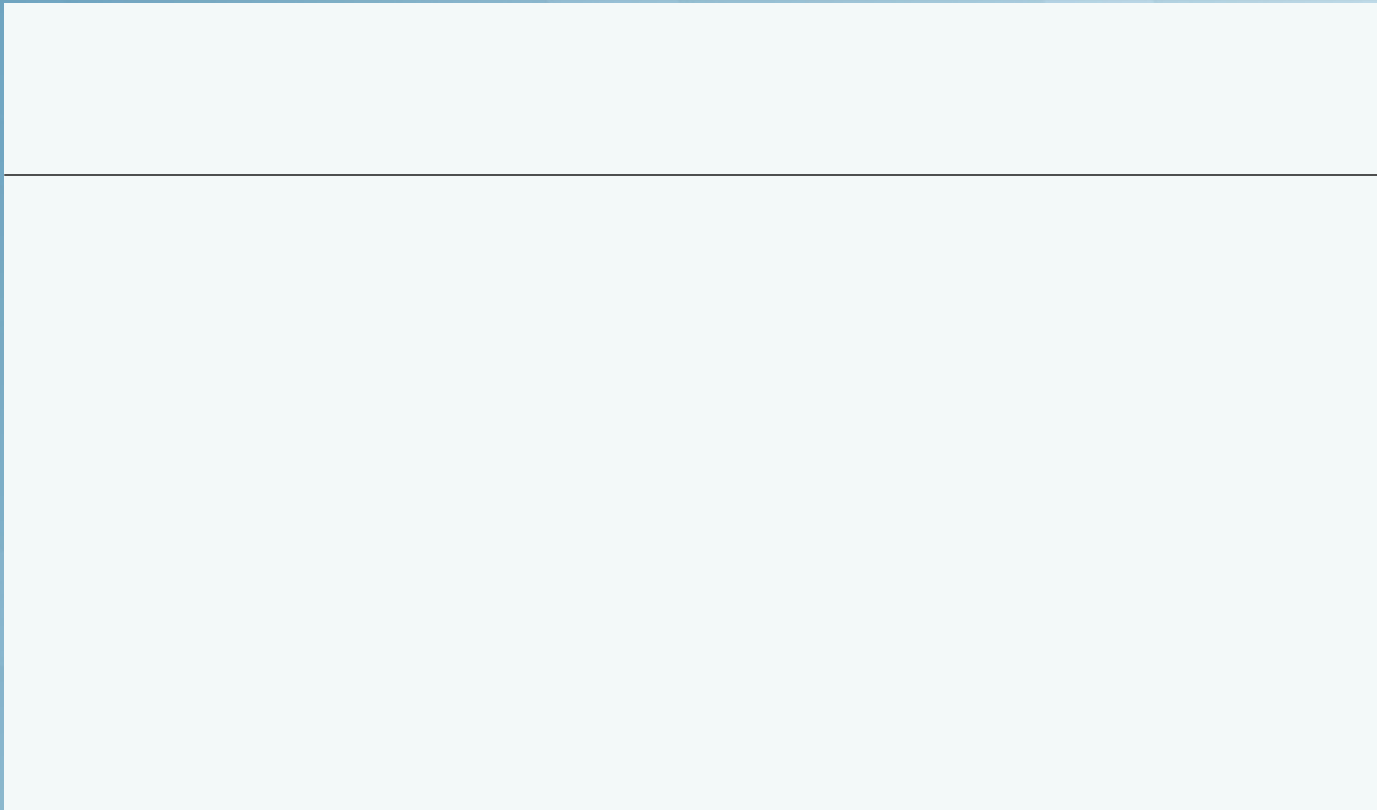
Passive  
listening

This is the worst form of listening. These types of listeners do not pay attention to the subject matter and context of the interview. An interviewer might not pay attention to any things at all, or just pretend to pay attention.

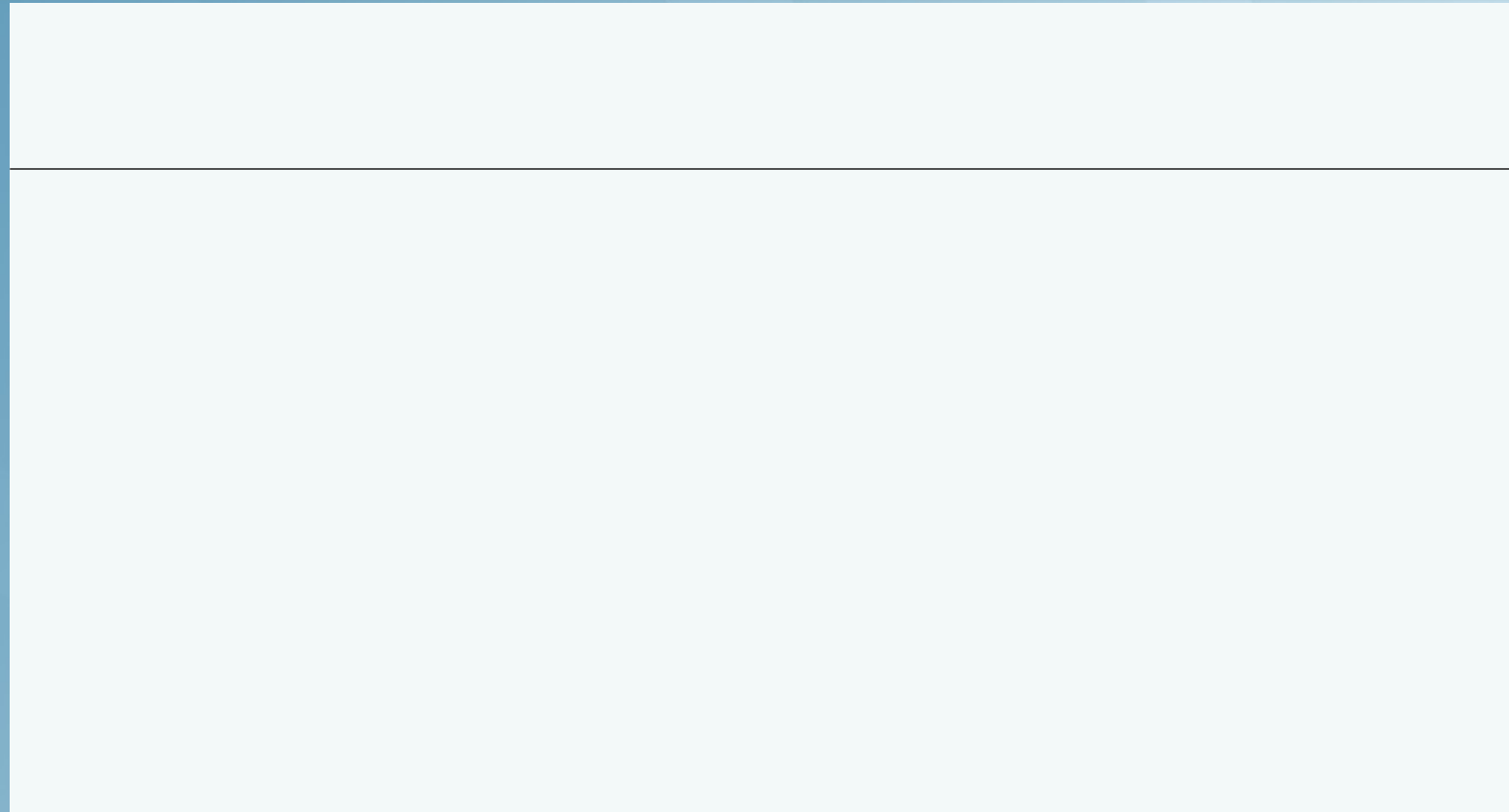
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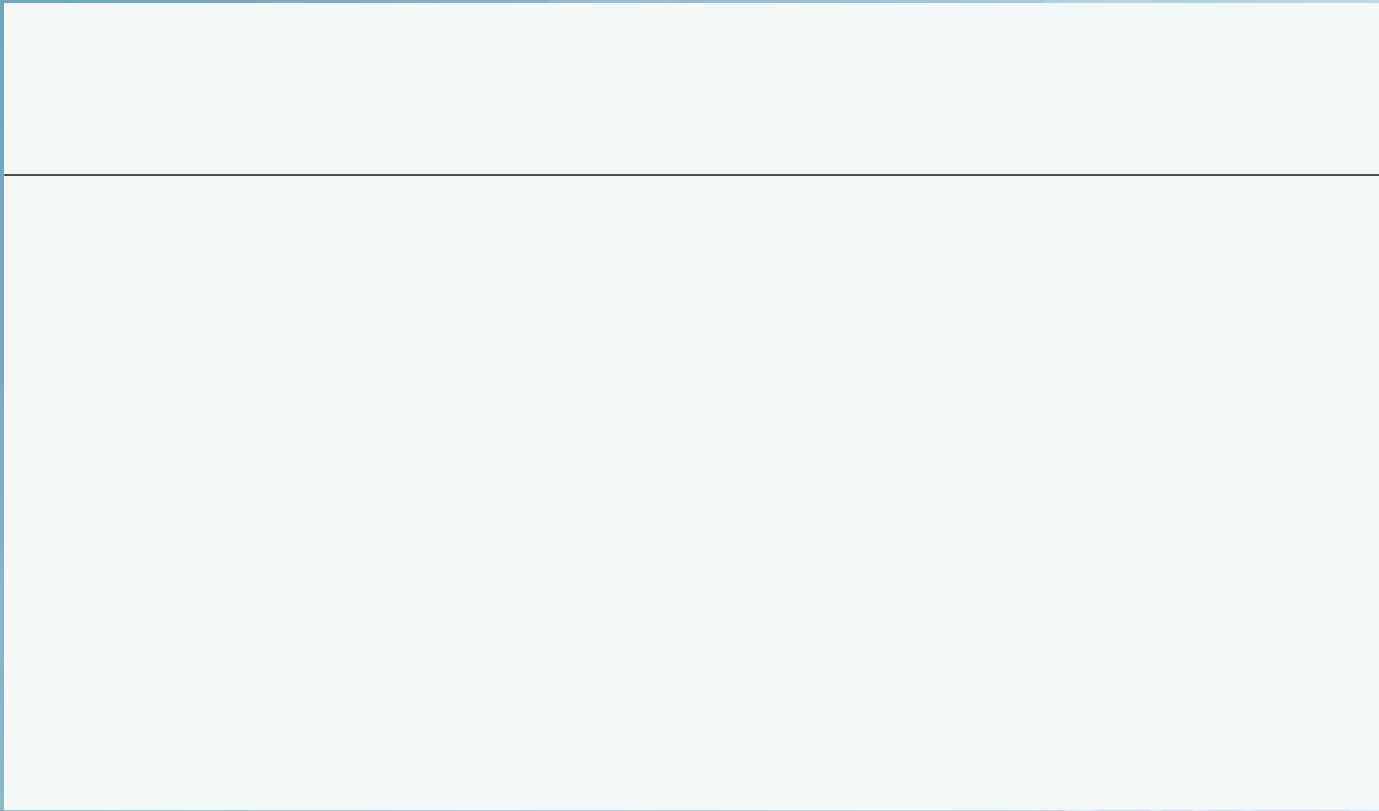
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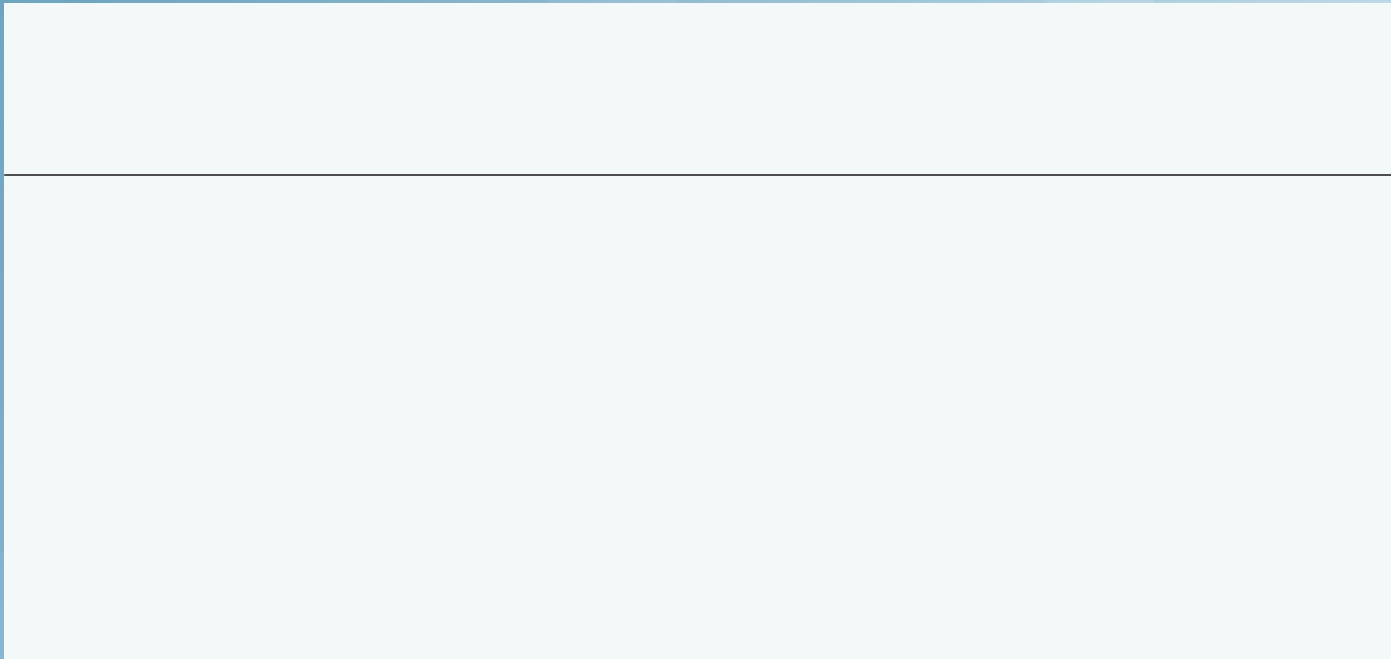
# INTERVIEWER DURING THE INTERVIEW



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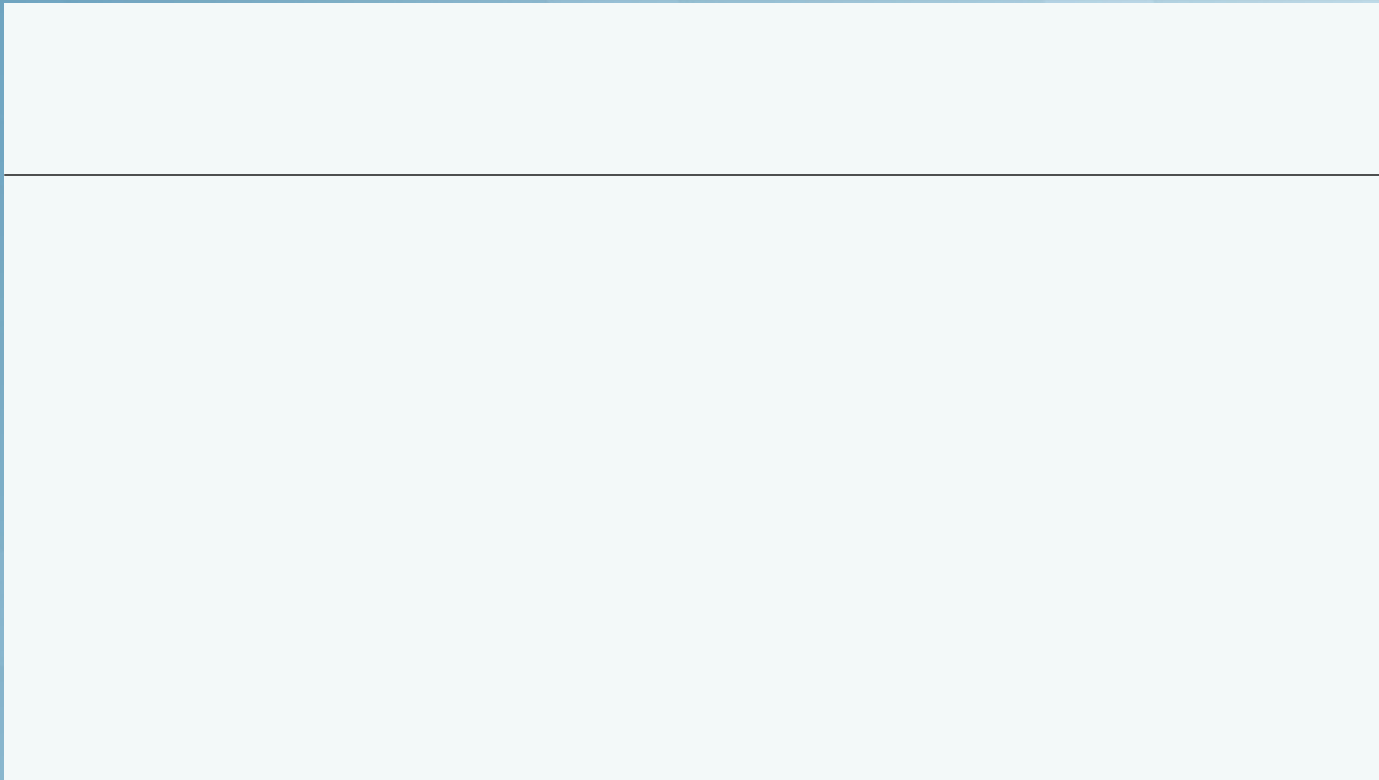
# INTERVIEWER DURING THE INTERVIEW



Creation



# INTERVIEWER DURING THE INTERVIEW



# DOS AND DON'TS FOR AN INTERVIEWER

## Dos

- Know your role
- Being soft and respectful
- Being Ethical
- Being a good listener
- Being familiar with the context
- Follow up questions

## Don'ts

- Rude behavior
- Coward and shy
- Lying
- Losing focus
- Announcing opinions or decisions
- Irrelevant questions



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# AFTER THE INTERVIEW

- Checking if the things said in an interview are suitable according to the editorial rules.
- Telling the time of the broadcast of the interview.
- During the time of parting with the interviewee, official “farewell” should be given.
- After taking interview of witness in an incident, the interviewer should try to cross check the facts that the witness had said.

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# INTERVIEW WITH A CORRESPONDENT

- While interviewing a correspondent of the same organization, the interviewer and the correspondent should talk about it beforehand.
- The interviewer should not ask questions which might challenge the correspondent.
- The interviewer should believe in the information of the correspondent and should not cross check the facts.
- The interviewer should not ask questions about which the correspondent does not know. It must be discussed before the interview.
- The questions should be more informative rather than opinion based.



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# THE END

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