

INTERVIEW

ASK. ANSWER. INFORM.



EXAMPLE INTERVIEW



INTERVIEWER

INTERVIEWEE



Q

What inspires you?

A

I'm inspired by people who never give up.

Q

How do you manage pressure?

A

I stay organised and focus on one step at a time.

Q

What are your future goals?

A

I want to make a positive impact in the world.



PURPOSE



TO FIND OUT INFORMATION AND SHARE IDEAS.

KEY FEATURES



QUESTIONS



ANSWERS



SPEAKERS CLEARLY IDENTIFIED



RELEVANT INFORMATION



NATURAL LANGUAGE



STAY ON TOPIC

TENSES USED



PRESENT SIMPLE



PAST SIMPLE



PRESENT PERFECT



FUTURE (WILL)

DO



Listen carefully



Answer clearly and fully



Be honest and polite

DON'T



Give one-word answers



Go off topic



Interrupt the interviewer