

How do you write... AN INTERVIEW

Structure

The interviewer welcomes the audience - introduces the interviewee (name and why he/she is important).

Question

Answer

Question

Answer

Question

Answer

Question

Answer

The presenter thanks the interviewee - adds a comment – says goodbye to the audience.

Useful sentences

To welcome the audience*

Good morning/afternoon/evening and welcome to today's program.

Welcome to another edition of (*name of program*)

To introduce the interviewee

Today we have here with us Mr/Ms...

We are very pleased/delighted to have here with us Mr/Ms...

Please welcome Mr/Ms...

He/She has...

He/She is famous for +ing

To close the interview*

Well, our time is over for today.

I'm afraid our time is over.

We could talk to Mr/Ms... for hours, but I'm afraid we must put an end to this interview.

To thank the interviewee

Thank you very much for being here with us today.

It was a pleasure having you here today.

I hope you can come some other day and tell us more about ...

To say goodbye to the audience*

Thank you very much for being with us once more.

We hope to see you in next week's edition of (*name of program*), when we will interview ...

Tips

- Use contractions if it is an interview for the radio/television.
- Interviews for a magazine require a different tone.
- Add comments to the interviewee's answers, but not opinions.
- * not in written interviews