



Article Assigning and Interviewing

How to Get Started

Article Assigning: What To Ask



- Does the subject follow the guidelines for the section?
 - News; Sports; Lifestyle; A&E; Opinion
- Is the subject of the article timely?
 - Breaking News
 - Seasonal
 - Events/Activities
- Does the subject of the article pertain to the SNHU community?
 - Does not have to be directly related (ex: A&E section)
- Is the subject of the article interesting?
 - If you find yourself not caring about what you're writing about, chances are your audience won't care

Interviewing: How To Begin



- *Get your contacts*
 - *Don't know who to ask? Talk to your editor(s); JB; EICs*
- *Reach out*
 - *Email; if article is timely, email again*
 - *Last resort: phone call*
- *Write down your questions*
 - *Come up with at least 10 to start*
- *Have a pen/paper*
- *Going to the interview*
 - *Show up 5-10 minutes in advance; remember, you want to interview your contact*
 - *Bring a friend*

Interviewing: Meeting Your Contact



- *Introduce yourself*
- *Ask your contacts name (& spelling), applicable titles, pronouns*
- *Ask to record (twice: once off the record, once on the record)*
- *Begin asking your questions*
 - *Start with the easier questions first before getting into the tough questions*
 - *Follow/steer the conversation, ask follow-up questions*
 - *Active listening is key in interviews*
 - **Note: you do not have to ask all your written questions*
 - *Take notes on paper (you never know how your recordings will come out)*
- *Post-Interview: send a thank-you email*
 - *Not required, but a kind gesture*
 - *Have additional questions? Ask for a follow-up interview*

Interviewing Tips



- Before beginning an interview, strike up casual conversation with your contact
 - Get to know them, let them get to know you
 - A more relaxed interviewee means they're more willing to answer your questions
- Try to let the interview run 15-30 minutes
 - Longer interviews=more info
 - Just watch out for off-topic babbling
- How to transcribe an interview with 2+ participants:
 - Choose one person to focus on and write their quotes
 - Repeat