Interviews

IN A SENTENCE A written interview lets readers hear someone speak for themselves.

LAYOUT TEMPLATE

Interviews

Use this skeleton to plan your interview. The numbers follow the order the reader meets each part.

1 **HEADLINE**

often a striking quotation

2 **Standfirst** *who they are + why now*

3 By [name] | [date] | [publication]

4 **Photo + caption**

optional

5 **Introduction**

who · why they matter
· setting of the interview

6 **Background questions**

how it started

Q
A

Q
A

7 **Main questions**

open · follow-up · one challenge

Q
A

Q
A

8 **Looking ahead**

· *future plans*
· *advice for readers*
· *thanks + where to find out more*

BEFORE YOU WRITE

Who is reading?

Where will it appear?

Why are you writing?

HOW TO USE IT

The numbers show the order your reader meets each part.

Use the template to plan, not to copy. Adapt it to your reader, context and purpose.

Want more?

The full chapter in It's Alwrite! has the conventions, useful language, an annotated model and a checklist.