

Interviews

Interviews can be a bit daunting and the best advice we have, if you've been asked to do an interview, is be prepared and have your messages very clear in your head before you take part.

Just think about the Who, Why, What, Where, When from your press release (if you have issued one – see How to write a press release.)

Here's our top 5 tips for good interviews:

1. It's so important, we'll say it again – prepare as much as possible in advance.
2. No acronyms or jargon!
3. Take it slow – keep answers relevant and brief and, unless the interview is “live”, you can stop at any time and ask for a re-take.
4. Try to remember you are talking to people at home in their living rooms – not the media!
5. Image is important, dress appropriately for the interview. For example, if you're promoting a project or outdoor event, dress for the outdoors and not in your best Sunday suit!