

Interview Transcript

What is an Interview Transcript?

An interview transcript is a written version of material originally presented in another medium (eg. television or radio interview). The purpose of an interview transcript is to supplement the spoken interview so that the listener or viewer can easily understand, or refer back to, the material in the interview. Therefore, the interview transcript contains all of the elements of an interview, giving more depth to topical events, people or issues.

Voice

Interviews use a mix of first, second or third person as appropriate. First person ((I, me, my, we, us, our) is used when responding to specific questions about self on the part of the interviewee for example, but can also be used by the interviewer when asking a question or responding to a response from the interviewee.

Language & Grammar

- Language choice can be formal or informal depending on topic, program and role of the person being interviewed. The use of informal, colloquial (slang) and personal anecdotes are a feature of interviews to explore the subject's personal perspective.
- Uses a mix of present, past and future tense as appropriate.
- Mostly conversational in style, however can be very formal.
- Variety of long and short sentences.
- Contractions are acceptable (didn't, it's, that's, we'll).
- Relevant jargon adds authenticity to information and opinions presented.
- Use of anecdotes or background information to maintain reader interest.
- Facts or evidence validates viewpoints throughout the interview.
- In informal interviews, humorous articles, exaggeration and generalisation are used to heighten humour.
- Questions are designed to allow a full response (open, rather than closed).
- Emotive words are used to evoke a personal response in the reader.
- Figurative language may be used to engage the audience's imagination or enhance their interest in the interviewee's responses.

Structure and Organisation

Introduction	<ul style="list-style-type: none">• Details: to identify the program broadcasting the interview, interviewer, publication time & date• Transcript Title: provides clear topic for the interview• Introduction from Interviewer: names in capitals or Italics and role is clearly stated. Introductory statement provides background on person to be interviewed, aiming to interest the audience
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	<ul style="list-style-type: none"> • Greeting: from interviewer signals the start of the interview and the tone (eg. formal or informal)
Body	<ul style="list-style-type: none"> • Questions and answers: questions asked in formal or informal style, depending on purpose of interview (eg. information to the public from a politician or interviewing interesting person). • Questions are open, requiring detailed answers instead of one or two words. • Interviewer responds to answers given by the interviewee. This can include making a statement to introduce a question, which encourages conversational style • Final question can encourage reflection on an experience, issue or topic on the part of the interviewee and link to the future
Conclusion	<ul style="list-style-type: none"> • Concluding comments and thank you provided close the interview.

Exemplar Years 7 – 9

Exemplar Years 10 – 12