



## **Tips for Recording Interviews**

### ***1. Location, location, location***

This is the key factor that determines audio recording quality. It's, surprisingly, the most often overlooked. While it's important to give choice to the interviewee in choosing an interview location, there are two venues you should avoid at all costs. 1) Public places: restaurants, cafes, cars, et. al. These are venues where you have little or no control of the background noise and interruptions. 2) Outdoors: parks, sidewalks, on the beach, et. al. Again you have little or no control of the noise level.

One of the best places to hold an interview is across the respondent's kitchen table. Most participants don't realize you can go to their house or office and conduct the interview. Your home, the library, or a hotel room are great places to interview your participants. Try and hold the interview in a place where you or the interviewee can control background noise and interruptions.

### ***2. Equipment***

Interview audio recording equipment is dirt cheap! You can buy a brand new high quality interview recorder for less than £50

The best way to record an interview is to use your own mobile phone. Every new phone in recent years comes with its own "Voice Recording" software or "app" If you want or need to, you can search for and download other apps and maybe find one that you really like. Try to save them as MP3 files. The other equipment you will need is Audacity, this is the software that will allow you to edit the interviews, if they need it. This Audacity software is free to download and use on any PC. You can also use Audacity to record interviews using the microphone inside your laptop, or plug in an external microphone to get a better quality and louder voice fromk your interviewee.

### ***3. It's all about the Interviewee***

It is important to keep in mind that the reason for conducting the interview is to gather information from the respondent. So, you want to place the microphone closer to the interviewee. Their answers are more important than your questions! You already have some form of an interview guide, with your questions written down, that you can use as reference if your questions are not captured in the recording. So don't worry too much about capturing your questions, but be very concerned about accurately capturing the interviewees responses.

Let your interviewee talk. A lot of interviewers tend to talk over their subjects with questions and interruptions. Let them talk. Don't jump in with questions. Silence is golden: use the silent probe. Often, truths follow silence. Use nonverbal probes: nod, smile, tilt your head, raise your eyebrows etc. All these are great ways to enlist more information without interrupting the conversation. When you need to ask a question, wait until the interviewee has finished talking, count to five and then ask the question.

## **TOP TIPS**

Always have plenty of water on hand, bottled or in a jug, with cups.

If you can, ask your intended interviewee to bring photographs or objects to do with their story, find out if they will let you photograph or copy the things they bring, so you can maybe use this as visual footage to go with their story if uploaded to youtube.

Listen out for answers that you are not expecting, this may inspire you to think of questions on the spot that get to the heart of the subject.

ALWAYS test your recording equipment before every interview

**Resources:**

<https://www.youtube.com/watch?v=DJhllsLH32I>

Top 10 Tips for Conducting an Exceptional Interview

<https://www.smartpassiveincome.com/how-to-conduct-an-exceptional-interview/>

A really good resource of how to interview

<https://youthradio.org/teach-youth-radio/diy-toolkit-the-art-of-the-interview/>

Handouts

<https://s3.amazonaws.com/media.youthradio.org/wp-content/uploads/2014/08/Youth-Radio-Tips-For-Something-To-Hide-Interview.pdf>

<https://yri.youthradio.org/for-teachers/>