

AECC ENGLISH E-Lesson for B. Com. (Hns.) Sem. II

INTERVIEW

Interview is generally used for employment purposes. However, interviews are also used to get admissions/ evaluation in colleges/ universities; interviews (of famous people like politicians, sports persons, film stars) can be read in newspapers/ magazines; and can be watched on television/ internet. An interview tries to find out the suitability of a candidate for the job/ student for the course she/ he has applied. The interviewers try to find out the communication skills, eagerness, competence, conviction, confidence, mental alertness, personality, attitude, aptitude and excellence of the interviewee.

An interview is a kind of a dialogue between the interviewer and the interviewee. It is an exchange of subject specific information between the two.

How to write a good interview

- Both the interviewer and the interviewee are **speakers** and **listeners**.
- Both have to be **attentive** to listen to each other.
- **Patience** is required to listen and speak.
- **Feedback** is immediate.
- Both have to **co-operate** with each other to respond.
- There is always a **direction** as the interview is **subject-specific**.
- The **information** should **neither be less nor more**.
- **False information** should not be given. There should always be **proof** for what one is saying.
- One should be **brief, to the point** and **systematic**. The **sentences/ answers** should be in **proper order** and they should be **simple**.
- There should be a **welcoming note, answering the question/s** asked and ending with a **good-bye**.
- There should be **connection** between the questions asked.
- The **answers** should be **relevant** to the questions asked.