

## Do...

### **\*1** speak to your audience.

Your audience isn't the journalist, it's their readers/viewers. What do they care about, worry about, get inspired by?

### **#2** know your message, nail your message.

You should have your core points clear in your mind – and be ready to deliver them in the first minutes of the interview.

### **#3** obsess about clarity.

Speak slowly, signpost key points, repeat key phrases and build complex concepts from the ground up. Clarity isn't patronizing, it's polite.

### **#4** bring a bit of yourself.

Don't be afraid to let your own story and the story of the business overlap. You might be your own most powerful proof-point.

### **#5** prepare stories as well as numbers.

Invest time in prepping anecdotes that illustrate your ideas. And find excuses to use them.

### **#6** steer the conversation.

Guide the conversation onto the topics you're there to talk about.

Don't wait for the 'right' question to get your point across. They might not ask it.



# Don't... #7 assume knowledge.

Just because they're nodding, it doesn't mean they get it. Avoid jargon, unpack acronyms and put industry figures and history in context.

### try and say it all.

An interview isn't the time for big, complex ideas. It's about simple messages, conveyed with colour.

### linger in thorny areas.

The more time you spend talking about something, the greater the chance the coverage will focus on it. Push the conversation on.

### **#10** be negative.

You're there to tell a positive story about your business. Don't be drawn into being negative about others. And don't argue.

### **#11** forget the Why.

Your audience needs to be reminded why it all matters. Don't get so lost in the detail that you don't explain the big picture.

### **#12** stick to a script.

Land key words and phrases but don't learn lines. You'll waste your energy trying to remember them and you'll look like a corporate robot.



