

## THE ART OF INTERVIEWING

Each one of you is responsible for interviewing at least one person. To choose a person to interview you must consider a few questions. Can you interview this person in person or will it have to be over the phone?

1. List at least 2 people or places you might call for an interview:
2. When are you not available for the interview? (Consider your parents' schedules if they will be driving you.)
3. Think of at least five questions you'd like to ask:
4. How will the above questions help you get to know your character better or help you understand your related topic better?
5. What would be appropriate to wear to an interview such as this?
6. I would highly recommend that you take a tape recorder so you can concentrate on what the person is saying. Do you need to borrow a tape recorder from the school?  
Yes \_\_\_\_\_ No \_\_\_\_\_
7. Do you have the address of the interviewee so you can write a thank you note and send an invitation? What is the address?

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### TIPS FOR A GOOD INTERVIEW

1. Introduce yourself, shake hands, and smile when first meeting the person. Be sure to thank him or her for this opportunity at the start. Your interviewee may have questions about our project. Be prepared to briefly explain the project. Also, if you take your process notebook that might help you share what you are doing.
2. Ask for permission to either audiotape or videotape the person. If your interviewee is not comfortable with this, graciously go along with that preference but let him or her know that you need patience as you take notes (or have a parent help you take notes so you can focus on the questions and interview subject.)
3. Try to look your interviewee in the eye as much as possible.
4. Be prepared with written questions. These may either be on a page or you may want to put one question per note card.
5. You want your questions to flow in a logical sequence. For example, all questions about family go together, schooling questions go together, etc. Start with a question you **know** can be easily answered.
6. Listen to what your interviewee has to say so you can avoid asking a question that has already been answered - even if it is on your written list of questions.
7. You will probably want to finally ask if your interviewee has any idea about someone else you might contact. This is called networking.
8. Thank the interviewee for his or her gift of time. If you have an invitation with you, this would be an appropriate time to give it. (Otherwise, you can send it with the thank you.)
9. Send a letter of thanks after you get back.
10. After you get home, you will need to listen to the tape so you can take notes. Some of you will want to "transcribe" the tape (write or type out the dialog). Often, the interview is too long to transcribe and you will want to find another way to share your interview in your project. We will give you alternative ideas. You will be required to show evidence of your interview in your display.

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