

Words and Writing

Mod 7, Part 1

Interviewing

Student's Name: _____

The best way to get information is through an interview with a person or a group of people. Sometimes you can ask questions on the spot, over the telephone or through e-mail. At other times, you will prepare questions for a formal interview. The important thing to remember is that you always need to do research before an interview. You may know very little about the event or the sport, so it is important to research it and build knowledge of it. A few tips for interviewing include:

- Brainstorm questions or develop questions to ask your source.
- Prepare a list of questions with at least the first couple of questions easy to answer.
- Remember that the interview questions should relate to the "5 W's and H"-who, what, when, where, why, and how.
- Always remember the why.
- Ask open-ended questions. What do you remember most about the first day of school and virtual learning?
- Do not be afraid to ask "What if" questions.
- Identify yourself as a reporter for the yearbook staff.
- Do not read all the questions. It is a conversation.
- If you are going to record the conversation, make sure you get the approval from the interviewee.
- Clarify anything you do not understand.
- Stay on topic and control the interview.
- Respect the interviewee's time.
- Be upbeat even when the interviewee gives you little information.
- Thank the interviewee for their time

Assignment:

Read **Walsworth's Interviewing Handout** in the Mod 7, Part 1 Handout folder. Interview a staff member. Create five to seven questions for the interview. Your first question is listed below. If possible, record your interview and share your questions and the interview with your adviser and staff.

A few questions and statements to get you thinking:

- Describe the scariest encounter you ever had.
- Do you have any bad habits that you simply refuse to change? Explain
- If you could move anywhere in the world, where would you move and why?
- I am always happy to see... (a particular person) because...
- Who do you think is the most influential person in the United States? Why?
- If you could move anywhere in the world, where would you move and why?
- What is one outrageous thing you desperately want to try before you die?
- Finish this sentence: "In 20 years, I'm going to be..."

Interview:

Name of student: _____

Name of interviewee: _____

Questions:

1. What is the most important thing in your life?

- 2.

- 3.

- 4.

- 5.

- 6.

- 7.

- 8.
