

Name: _____
Class Period: _____
Date: _____

Let's interview!

The Interview Process

- Identify** the *purpose* of your interview.
- Notify** potential *interviewees* of what you *need to know* and request an interview.
- Think** of interesting *interview questions* that accomplish your purpose.
- Evaluate** your *interview questions* by testing them on family and friends.
- Record** the *interviews*.
- Verify** your *understanding* of what your interviewees tried to communicate.
- Identify** the *main points and common patterns* in the interview(s).
- Envision steps for synthesizing and sharing** what you learned in engaging ways.
- Write** up your findings.

Instructions:

- 1)  **Read** each question.
- 2)  **Reflect** on your topic.
- 3)  **Respond** to each question.

1) I: Identify the *purpose* of your interview.

The purpose of my interview is to gather information about _____ so that I can:

- Advocate for _____
- Develop materials, resources, or tutorials for _____
- Document the contributions of an individual or program that _____
- Fundraise or recruit volunteers for _____
- Increase participation in _____
- Inform the community about _____
- Obtain feedback about _____
- Promote an activity, event, initiative, partnership, or program for _____

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2) N: What do you **need to know**?



I want/need to know more about:

Context

- The history of _____
- What is happening right now with _____
- Future plans for _____

Culture

- What people in the target culture _____
- How people in the target culture _____
- Why people in the target culture believe/think/value _____

Academic or Professional Content

- Conflicts about _____
- Examples of _____
- Explanations of _____
- Facts and statistics about _____
- Opinions about _____
- Problems related to _____
- Processes related to _____

Three specific things I **need to know** about my topic are:

- a) _____
- b) _____
- c) _____

Five **people** who might share interesting perspectives on the things I need to know are:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

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The **script I will use to request an interview** with the people who can help me learn what I need to know is:

Dr./Mr./Mrs./Ms.,

My name is _____, and I am a student at _____ school. My (language) class is collaborating with (community partner) _____ on a project about _____.

We are trying to learn more about how/why _____.

I understand you are an expert on _____, and I am very interested in your perspective on _____. I would like to interview you to learn more about this. Is there a day and time in the next two weeks that would be convenient for you? I would be very grateful for your help.

Sincerely, _____

3) T:  **Think** of interesting *interview questions* that accomplish your purpose.

List seven interview questions you could ask.

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

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- 4)  **E: Evaluate** your *interview questions* in a mock interview with family and friends.

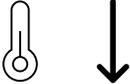
At the end of the interview, ask your family and friends to **evaluate your interview** using the questions below.

-  Did the interviewer **greet** the interviewees?

-  Did the interviewer begin with some **warm-up questions**?

-  Were interview **questions easy to understand**?

-  Did the **interview progress** from easy questions about personal experiences to more difficult questions that required personal reflection, opinions, or hypotheses?

-  Did the interviewer conclude the interview with a **cool-down question**?

-  Did the interviewer **thank the interviewee** for their time and insights?

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5) **R: Record the interviews.**

How will you **conduct the interview(s)**?

-  Chat app (Facebook messenger, Whatsapp)
-  E-mail
-  Face-to-face
-  Online (FlipGrid, Google Forms, Poll Everywhere, Survey Monkey)
-  Texting
-  Videoconferencing (Google Hangouts, Skype, Whereby, Zoom)

How will you **record the information** your interviewees provide?

-  Cell phone
-  Computer program (Audacity)
-  Take notes
-  Video recording
-  Voice recorder
-  Zoom

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6)  **V: Verify** that *you understood* what your interviewees said.

-  Review the audio or video recording of your interview(s)
-  Summarize the main points of the interview
-  Mark segments that you do not understand
-  Ask a native speaker to help you understand

7)  **I: Identify important points** and *common themes* in the interview(s).

-  Identify the most important things each interviewee said.
-  Highlight or underline the main points and key details you want to share with others.
-  Write a one-page summary of the key things you learned from the interview(s).

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The **three main points or common themes** that my interviewee(s) mentioned were:

d) _____

e) _____

f) _____



Some **unique and interesting perspectives** that came up in my interview(s) included:

g) _____

h) _____

i) _____



Three **important things** I learned from the interview(s) were:

j) _____

k) _____

l) _____

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- 8)  **E: Envision steps for synthesizing and sharing** what you learned in engaging ways.

The steps, sources of information, supports, and supplies I will need to share what I have learned from my interview with others are:

Steps	Sources of Information	Supports & Supplies (or Tech Tools)
 Step 1:		
 Step 2:		
 Step 3:		
 Step 4:		
 Step 5:		
 Step 6:		
 Step 7:		

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The technologies I will use are:

-  Audio
   
-  AR/VR
  
-  Digital Storytelling
   
-  Graphic Design
   
-  Mindmapping
   
-  Interactive whiteboards
 
-  Photo editing
  
-  Presentations
   
-  Screencasting
 
-  Spreadsheets
 
-  Video
   
-  Websites
    

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9)  **W: Write** up your findings.



Assertion or claim:

I think that people should _____



Explanation: Some of the reasons for this are _____



Evidence or example: My research suggests that _____



Interpretation: This means that _____



This is important because _____



10) Three things I think **I will need help with** are:

a) _____

b) _____

c) _____