

Conduct An Interview

Purpose:

To use interviewing questions to gain information for writing.

Materials:

Interview Questions
Matrix

Procedures:

1. Generate an initial list of questions. Eliminate any questions that can be answered yes or no or can be answered from other sources; biographies, encyclopedias, or other reference books.
2. What interests you about the person you are interviewing? Make a list of understandings, concepts, or attitudes you would like to find out about.
3. Create a matrix to help insure you have at least one question designed to gather desired information from the person you are interviewing.
 - a. Number your questions. The numbers correspond with the numbers across the top of the matrix
 - b. In the left column, list the various topics you are interested in finding out more about.
 - c. Check the intersection of each question and topic.
 - d. Do you have at least one question for each topic? Is there equal distribution of questions per topic? If not, develop additional interview question until each intersection contains at least one check mark.

Matrix for assessing the completeness of your interview questions:

Topics of Interest	1	2	3	4	5

Source: Area Education Agency 7

<http://edservices.aea7.k12.ia.us/framework/strategies/index.html>