Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GROUP 1 STAFF MANUAL QUIZ: Getting to Know the Staff and Interviewing**

**True or False:**

\_\_\_\_\_ 1. Quotes are always formatted “quote,” last name said.

\_\_\_\_\_ 2. You can use any synonym for the word ‘said’ when quoting that person.

\_\_\_\_\_ 3. You need to introduce someone before you quote them in a story using their first and last name and any title they might have.

\_\_\_\_\_ 4. You never have to share your story with your page editor and editor-in-chief(s).

\_\_\_\_\_ 5. You should try to interview someone face-to-face first and foremost.

\_\_\_\_\_ 6. It’s okay to spell someone’s name wrong.

\_\_\_\_\_ 7. The first question you should ask in any interview is how to spell the person’s name.

\_\_\_\_\_ 8. If you’re recording your interview, you don’t have to take notes.

\_\_\_\_\_ 9. Numbers one through nine need to be written out, while 10 and above are written numerically.

\_\_\_\_\_ 10. Inserting your opinion into a news, feature or sports story is known as editorializing.

\_\_\_\_\_ 11. All your stories should be at least 2,000 words.

\_\_\_\_\_ 12. All print story assignments are published in a common place for everyone on staff to find.

\_\_\_\_\_ 13. It’s okay to switch stories without telling anyone.

\_\_\_\_\_ 14. You should never leave for an interview without doing background research first.

\_\_\_\_\_ 15. Have at least 10 questions ready for your interview.

\_\_\_\_\_ 16. If your interviewee tells you something really cool, it doesn’t matter — stay on track and ask only the questions you prepared.

\_\_\_\_\_ 17. All of your questions should be able to be answered with a simple yes or no.

\_\_\_\_\_ 18. It’s always okay to ask, “Can I get a quote from you?”

\_\_\_\_\_ 19. Conduct your interview in your interviewee’s environment so that you can observe and learn more about the person you’re interviewing.

\_\_\_\_\_ 20. It’s acceptable to interview your friends and family members.

\_\_\_\_\_ 21. Two places you can find where students are located include the guidance/counseling office and the attendance office.

\_\_\_\_\_ 22. You don’t have to tell your interviewee that you’re recording the interview.

\_\_\_\_\_ 23. At the end of the interview, ask the interviewee if there is anything he or she would like to add and then get his or her contact information so you can ask any questions you might think of later.

\_\_\_\_\_ 24. You should begin your first draft as soon after your interview as possible so you don’t forget information.

\_\_\_\_\_ 25. It’s never okay to ask someone you’re interviewing to repeat himself or herself.

Make sure that all questions apply to your staff before you print and distribute.

**KEY:**

1. True

2. False

3. True

4. False

5. True

6. False

7. True

8. False

9. True

10. True

11. False

12. True

13. False

14. True

15. True

16. False

17. False

18. False

19. True

20. False

21. True

22. False

23. True

24. True

25. False