**Intro to Interviewing**

*Answer the following questions as you watch the Introduction to Interviewing slideshow.*

1. What are three key things that make a great interviewer?

 a)

 b)

 c)

2. What are the advantages of a face-to-face interview?

3. What are the pros and cons of interviews by email or text?

 Pros:

 Cons:

4. What are the best uses of text, email or social media for interviewing?

 a)

 b)

5. What should you do before interviewing someone?

 a)

 b)

6. What can you learn from background research?

7. What resources should you use for research?

8. What is an open-ended question, and why is it better to ask?

9. What tips should you follow when interviewing?

 a)

 b)

 c)

10. What kinds of questions are good to create comfort at the beginning of an interview?

11. What should you do before you head out to conduct an interview?

 a)

 b)

 c)

12. What question should you always ask first?

13. What question should you always ask last?

14. How will you go about fact-checking?

15. What parts of an interview should you transcribe?

KEY FOR TEACHERS

**Intro to Interviewing**

*Answer the following questions as you watch the Introduction to Interviewing slideshow.*

1. What are three key things that make a great interviewer?

a)Be warm, gracious, a good host

b) Ask questions that don’t require a yes-no answer.

c) Research to know what someone is likely to say in answer to a question.

d) LISTEN.

e) Know about the person you are interviewing.

f) Remember your audience. Let the subject communicate.

2. What are the advantages of a face-to-face interview?

It’s personal. You can capture video/audio by recording the interview.

You can observe the environment.

3. What are the pros and cons of interviews by email or text?

PROS: Email gives interviewee time to ponder the question and give a good answer. Offers flexibility. Allows copy-paste for quotes. Provides a record of what is said.

Texting provides more immediacy. Good for short, quick quotes and fact-checking.

CONS: No personal interaction. Lag time between questions makes it hard to ask follow-up questions. Are you 100 percent certain the person who wrote the email is who you think it is? You MUST be sure the person you are messaging is really the person you think it is.

4. What are the best uses of text, email or social media for interviewing?

 a) Setting up interviews

 b) Fact-checking and asking follow-up questions

5. What should you do before interviewing someone?

 a) Conduct research

 b) Write questions

6. What can you learn from background research?

* determine a story angle
* decide who to interview
* gain background knowledge of your sources

7. What resources should you use for research?

 Internet research, databases, library

8. What is an open-ended question and why is it better to ask?

An open-ended question is one that has be answered with a few sentences, not just a word or phrase. These questions get your sources talking and lead to material that can be used in direct quote form.

9. What tips should you follow when interviewing?

1. Do your research.
2. Ask open-ended questions: Why? How? What happened?
3. LISTEN to the answers! Then ask follow-up questions.

.

10 What kinds of questions are good to create comfort at the beginning of an interview?

 “Softball” questions or easy questions that get the source talking help create comfort early in the interview before building to tougher questions.

11 What should you do before you head out to an interview?

 a) Check your technology and make sure you have note-taking materials.

 b) Visualize the interview.

 c) Practice.

12. What question should you always ask first? Name with correct spelling, title, grade

13. What question should you always ask last? Do you have anything to add?

14. How will you go about fact checking? Check research. Read back quotes. Consult recording/transcript.

15. What parts of an interview should you transcribe? Any quotes you plan to use.