**Interview Suggestions and Tips**

STEP 1: Research, research, research. Then research some more. The only way to come up with good questions is to know everything there is to know about your subject.

STEP 2: Contact the person you wish to interview. Ask when a good time would be to do the interview. Be polite! Say "please" and "thank you." Try to set up the interview in person. If this isn't possible, then set up a phone interview.

STEP 3: Read over your research and brainstorm a list of 15 questions. The more specific your questions are the better! And never ask questions that can be answered with a simple yes or no. Make your interviewee talk! Be sure to write all your questions down in a notebook, then practice asking them with a partner. Become very familiar with your questions before you go into the interview.

STEP 4: Arrive prepared with writing or recording materials. If you plan to use a recording device, always ask permission before recording the interview. Even if you are recording an interview, take notes

STEP 5: Arrive at your interview with plenty of time to spare. If you’ve never been to the place where your interview is taking place, go early and scout it out. You can also use the time you are waiting to make notes about the surroundings. You won’t remember details later, so write them down.

STEP 6: Conduct your interview in an organized, timely manner. During the interview: Be courteous to your interviewee. Always take time to ask for an explanation about things you don't understand. Don’t be afraid of uncomfortable silences and pauses. Let the interview take its natural course. Look the person in the eye when asking questions. Always listen carefully to the answers. Each answer could lead to more questions or include an answer to a question you haven’t asked yet. Don't ask a question that has already been answered.

STEP 7: Don't try to write every word said. Just take down the highlights. After the interview, while the details are still fresh in your mind, write everything down you can remember about the person you interviewee. At home, expand your notes by following up on things you learned in your interview with more research!

STEP 8: Review your research and your interview notes. Circle or highlight quotations that you think will be good for your assignment. Now you're ready to begin writing!

Reference

Scholastic Inc. (2014). *How to conduct an interview*. Retrieved from http://www.scholastic.com/teachers/lesson-plan/how-conduct interview