Interview Report

I. The purpose of an interview is to elicit and record information, opinions, and experiences which are unique to the person interviewed. The individuality and personality of your subject should be evident in the written interview.

II. Before conducting the interview, you should do the following:
   A. Decide on your purpose for interviewing this person. What do you want to learn?
   B. Research the aspects of the person's perspective on the topic in which you are most interested, so that you can ask informed questions.
   C. Write questions or topics designed that will cover what you need to in the interview.
   D. Inform the person of the purpose of the interview and assure them that their participation is voluntary.

III. Record the interview either on tape or in notes.

IV. Before writing the interview report, you should do the following:
   A. Understand your instructor's specific requirements for format and content.
   B. Set up a goal, an end purpose, for the interview. Organize your transcript/notes so that they logically support that goal.

V. While writing the interview report, make sure you accomplish the following:
   A. Inform your reader about your purpose for conducting the interview.
   B. Provide any necessary background material on the person interviewed or his/her area of specialization.
   C. Present the points of the interview. Relate them clearly and specifically to your purpose.
   D. Integrate direct quotations into the body of your discussion.
   E. Summarize the interview by restating your purpose and the points covered in the report.
   F. Use the Revision and Editing Checklists to polish your drafts.

VI. Pitfalls
   A. Including material and quotations which are interesting but not relevant to your purpose.
   B. Losing track of the individual in an avalanche of data and information.