



4-H Briefs

Fun ideas to help members and families explore 4-H projects

Oklahoma Cooperative Extension Service 4-H Youth Development

Interviewing

FOCUS:

Speaking- planning, organizing, and presenting a speech

Listening- hearing and interpreting verbal (spoken) communications

Observing- being attentive to and interpreting non-verbal communications

LEARNER OBJECTIVE

1. Conducting an interview
2. Collecting information
3. Writing

BACKGROUND:

Some research will require that you interview a person that is knowledgeable in the subject you are researching in order to receive feedback from them.

When interviewing, you should take notes to be sure you have down the important facts. You might also ask if it would be okay to use a tape recorder.

Preparing for an interview is very important. You should make a list of possible questions that you want to ask.

MATERIALS:

- Pencil
- Paper
- Tape recorder (optional)

PROCEDURE:

Think about who you want to interview, and set up a time to conduct the interview. You should interview someone that is knowledgeable about the topic you are researching.

Think about what questions you want to ask and make a list of possible questions. When thinking of questions, be sure to use questions that can be answered with more than just a simple "yes" or "no". Asking questions that require more than a yes or no may help you get more information. Be sure and take the list of questions with you when conducting the interview.

DISCOVERY:

1. Who did you interview?
2. Why did you choose this person to interview?
3. Were you able to get information from the interview that you had not already found in other sources?
4. Did you discover as you were interviewing the person that the questions you had prepared actually lead to other questions?
5. Why was it important to prepare before interviewing your source?

PIECING IT TOGETHER:

- Discuss how you will use some of the skills you develop when interviewing sources.
- How have you used interviewing to obtain knowledge?

TRY THIS:

Read a story in a newspaper or magazine. Think about what questions the reporter asked to get the information and quotes in the story.

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