

Evaluating Interviews and Writing Your Own Opinions

How to take (Good) Notes

To write an effective personal response to all the interviews, it's important that you have two pieces of materials:

1. The transcripts of the interviews
2. Your own notes on how you interpreted the interviews

The transcripts will be provided by the professor, but you are responsible for taking notes during the presentations. The single most important aspect of this assignment is that you have an **OPINION** on the interviews.

The transcripts will provide you with the direct quotes, but your notes provide you with what you thought of the atmosphere, the tone, the theme, the overall impression you got, and whether you thought the interview gave you a cohesive sample of a person's biography and gave you a new impression of the subject.

Tips on Taking Notes

1. Free-write and do not self-edit (you can always edit later when you write the actual response paper)
2. Pay attention to the details and notice/focus on weird and interesting aspects of the presentation
3. After you have finished taking notes, **REVISE** your notes later that day so you can consider how all the interviews compare/contrast (also, in case you need to remind yourself of what your first impressions were)
4. Back-up your notes to a hard-drive (in case of losing paper copies)