THE INTERVIEW

Time?

Opinion? Or Information?

Who do I interview?

* An authority who is
* Accessible and
* Willing to give the needed information

Biographical Reference Books

Personal Contact

Make an Appointment

* Explain who you are
* Subject Matter
* Status of the Project
* Suggest Alternative times for Interview
* Suggest a specific place
* Mention probable time you will need
* Assure that you will double check with them following the interview before using any direct quotations from them

Prepare for the Interview

* Know all you can about the topic before hand
* Know all you can about the person you are interviewing
* Prepare your line of questioning carefully

Conducting the Interview

* Be on time
* Be neat and business like
* Avoid excessive note taking
* The follow up: Assure again you will be double checking