**Conducting an Interview**

1. Identify an appropriate person to interview. ..relatives, neighbors, community members, authors, activists mentioned in articles.
2. Contact this person, by phone, email, etc. Introduce yourself and explain the purpose of your interview.
3. Schedule the interview at a convenient time for the interviewee. Explain that it will take about 30 minutes. Get permission to use an audio or video recorder during the interview.
4. Be aware of your personal appearance. If you are dressed too casually, you may give the impression that the interview is not that important to you.
5. Arrive on time for the interview.
6. Be familiar with your questions, but it is OK to read from your list.
7. Take notes during the interview, even if you are using an audio or video recorder.

8. Be patient and polite. Allow the interviewee time to consider each question as it's asked.

9. Listen carefully and be prepared to ask follow-up questions not on your list.

10. Consider your interviewee's body language. Do they seem tired?

11. Review your notes right after the interview. Then write a short summary.

12. Contact your subject quickly if you have additional questions.

13. Very soon after the interview, thank your subject by phone or mail for taking time to talk with you. Offer a copy of your interview.

**Preparing for the Interview**

1. Know about the person you will be interviewing. Why and how can this person help your research?
2. Decide what your goals for the interview are. What information do you want to know that you haven’t been able to find elsewhere that this person might be able to provide.
3. Write a list of questions for the interview.
4. Write clear, concise, one part questions. Think Why, How and What?
5. Make your questions in an open-ended way, so that the interviewee cannot give simple "yes" or "no" answers. Instead of "Do you think Global warming is a major issue today?" ask, "Why do you think Global warming is a major issue today?”
6. Ask Biographical Questions to establish interviewee’s credentials. examples

a. What kinds of education did you pursue after high school?”

b. “How did you get or how long have you been involved in your work / advocacy?”

1. Ask Direct Questions about your topic.
2. Ask Concluding questions:

a. Questions about the future of the issue or debate?

b. Final Questions: Are there any topics you’d like to comment on that I neglected to bring up?”

9. Send the interviewee a list of questions and/or subject matter to be covered beforehand. This may help the interviewee prepare by allowing them time to remember events from the distant past that they may not have considered in a long time.