

Interview/Guest speaker

What is the name of your guest and what organisation or group are they from?

Name: _____

Organisation: _____

- Decide what questions you will ask to get the most information.
- Try not to use too many questions that have a yes or no answer.
- A good approach to get someone talking is to think of questions that they may not have been asked before.
- Use the below template to write out your questions beforehand.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

NB. Take note of the speaker's answers as you go along as you may think of new questions that may not be on your list already.



- Invite the person you want to interview by phone or letter and give them plenty of notice.

Phone number of Guest: _____

Address: _____

- Give your name, the reason for the interview and give them examples of the kinds of questions you will be asking them.
- Agree a length of time for the interview as well as a date and time.

Date of Visit: _____

Time of Visit: _____

- Decide on how you will record the interview, there are plenty of apps for smartphones that can be used to record an interview. You can also look into using a Dictaphone to record the interview. Arrange for someone to take notes during the interview.

Who is organising the recording? _____

Who is taking notes? _____

- If your interviewee or guest speaker is coming to your school arrange for them to be greeted and brought to the room that has been arranged.

Who is meeting the speaker? _____

- What refreshments are needed and who will organise this? Who will organise the room beforehand and tidy up afterwards?

Refreshments: _____

Organiser: _____

Tidy-up duty: _____

- Decide what you will do with your findings e.g. information poster, use the information you have gathered to help write an article for the school magazine or local newspaper.
- Write a thank you letter or email to your interviewee / guest speaker.

