

SCA Speech Communication
Mrs. Wilson
HOMEWORK: Interview Questions

NAME _____
DUE _____

Your homework this week is to write down ten (10) interview questions you could potentially ask a classmate (they need to be SCA appropriate). Open-ended questions are best. Leave room between questions to write down answers or further questions. Please bring your questions to class. They need to be written or typed, NOT on your phone! Do not wing it, have your questions!

You will be conducting your interviews in class.
Here are a few pointers:

WHEN YOU ARE THE INTERVIEWER

Introduce yourself and welcome the interviewee.
Make the interview more of a conversation and less of an interrogation.
Body language should express attention, interest, kindness and openness.
Ask open-ended questions, and don't be afraid to dig deeper.
Impartiality: (let them speak without judgment).
LISTEN.
Write the information down.
End with thanks.

WHEN YOU ARE THE INTERVIEWEE

Be a good listener.
Do not assume too much familiarity.
Be confident (but not arrogant).
Practice being relaxed and still.
End with thanks.

BOTH

Speak clearly.
Watch your body language.
If you feel yourself freezing, lean forward.
Keep on the subject (don't go down rabbit trails)
Put people at ease.
Don't be silly.
Combat your bias.