

## Figure 4.5: Interview Guidelines for Elementary Students

Conducting an interview with an expert is an exciting way to learn more about a topic that interests you. To make the best use of the opportunity and to be polite to the person you're interviewing, there are some things you need to prepare ahead of time and other things you need to remember to do during the interview.

- ☐ Ask the family member or family friend when would be a convenient time for the interview. It's fine to have a parent or older sibling with you for the interview.
- ☐ Agree ahead of time about how long the interview will take. Fifteen to twenty minutes is about right.
- ☐ Write down what you already know about the person you are interviewing. Then write down questions that will help you learn more. Let's say you are interviewing a family member or family friend who is a police officer. You could ask questions like, "Why did you become a police officer? What do you have to do to become a police officer? What's the hardest, best, strangest, or funniest thing you've had to do as a police officer? What's your advice for kids who want to become police officers?"
- ☐ Be on time and say, "Thank you for taking time to talk to me."
- ☐ Bring a notebook and pencil or pen.
- ☐ If available, you could also bring a smart phone (or other devices) that can take photos, videos, and record sound. Be sure to say, "May I take a photo?" before you do so.
- ☐ When your time is up, say, "Thank you for helping me learn more about your work."
- ☐ Add what you learned from the interview to the writing you have already done.