

# Student Handout: Unit 4 Lesson 5



## Personal Interview Planning

Suggested time: 1 Hour

### **What's important in this lesson:**

What I am doing now prepares me for learning and communicating in school, the workplace, and in daily life.

### **Complete these steps:**

1. Follow directions on the handouts to write up your interview.

### **Hand-in the following to your teacher:**

1. Your completed interview write up.

### **Questions for the teacher:**

## Student Handout: Unit 4 Lesson 5



### Preparing For The Interview

#### Interview Tips

- Have you already completed the interview? If you finished the interview outside of class, then skip this page.
- **If you have NOT completed the interview yet, then read the following tips. Highlight those that are most important for you to remember:**

1. It's ok to be nervous.
2. Dress neatly if this is the first time you have met the person. First impressions are important.
3. Be quiet and focus. Remember that you are asking the questions, and want to listen for the answers.
4. Look your interviewee in the eyes. Eye contact is important because it shows the person who you are interviewing that you are interested in what they have to say.
5. Get as much information as you can from the person interviewing. Don't be afraid to ask them to explain their answer or to provide more details.
6. Don't forget to listen. Actively listening will result in more detailed answers when it comes time to write up your interview.
7. Manage your time. Make sure that you allow enough time to ask all your questions and to write down all your answers.
8. Get to work! Interviewing is hard but if you prepare before hand by knowing the questions you want to ask, it can be a fun activity and you can learn a lot about the person.

Record your interviewee's answers to your questions on the Interview Template you created last class. When the interview is over, and you have filled out the template, move on to the next step.

# Student Handout: Unit 4 Lesson 5



## Getting Ready To Write: A Model Interview

Complete this step when you:

- Have finished the interview.
- Have recorded your interviewee's answers to your questions on the Interview Template you created last class.

Before you write your rough draft, it might be helpful to look at a sample interview to make sure you set up your interview correctly. Read the sample interview on the next page.

The “thought bubbles” point out the specific features in an interview. These features should be included in your own interview.

*Give your interview a title.*

### **Being Big and Yellow in a Tough World: An Interview with Big Bird**

**Q: You seem very confident and sure of yourself. Were you always that way?**

A: Not at all. When I was little, I was very shy and wouldn't leave the nest unless my mom forced me out. But I grew very tall at a very young age, and took up too much room in the nest, so my mom made me leave.

**Q: That must have been pretty hard. How did you deal with that?**

A: Not well at first. I had a hard time fitting in with the other birds – I mean, there I was, this huge yellow thing that stood out wherever I went. My size made it hard to fly, too, so I got teased a lot by the other birds. I didn't have friends, and I wasn't sure what I would do.

**Q: That's sad. How did you go from being shy and lonely, to being a huge star?**

A: Well, first I had to get over myself – I had to just be OK with the facts: I am big, I am yellow, and I like to walk, not fly. Once I learned to be fine with myself, then everything kind of fell in place. I discovered I have a good sense of humour – I can make people laugh! And kids in the neighbourhood accepted me when no one else would. When I liked me, so did a lot of other folks.

*If the answer takes more than one line, indent the rest of the lines in the answer.*

*Put a capital “Q” at the beginning of each questions. Type the question in BOLD text to make it stand out.*

## Student Handout: Unit 4 Lesson 5



### Writing Up Your Own Personal Interview

At this point, you should have:

- Interviewed your guest.
- Recorded your guest's answers to your questions on the Interview Template you prepared in Lesson 4.
- Reviewed the features of an interview by reading the model interview of Big Bird.

#### CREATE YOUR ROUGH DRAFT.

NOW you should be ready to write the rough draft of your own interview. If you have access to a computer and word processing program, you may find it easier to complete this task on the computer.

When you are finished writing up your rough draft, give this editing checklist to a peer to use – or use it by yourself to check your work.

#### EDITING CHECKLIST: Does The Interview...

- Have a title?
- Have a capital "Q" at the beginning of each question?
- Have a capital "A" at the beginning of each answer?
- Have a question mark at the end of each question?
- Have the correct punctuation at the end of each answer?
- Put each question in bold text?
- Have a blank line between each question and each answer?
- Have 10 questions?
- Make sense – can you understand each answer?
- Look neat and attractive? Is it easy to read?
- Have correct spelling?

## **Student Handout: Unit 4 Lesson 5**



### **REVISION:**

Go back to your rough draft. If the checklist points out any problems with your rough draft, make the corrections.

### **GOOD COPY:**

Create a good copy. Hand in your Interview template, rough draft, checklist and good copy.



**LOOKING BACK**

In this unit I am most proud of my work on:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This work makes me proud because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When I make the change from school to work, I will have many things to think about. For example,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Some skills I need to work on to prepare me for communicating on the job are \_\_\_\_\_

because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

