

# READ ABOUT CONDUCTING AN INTERVIEW AND WRITING A REPORT

## PREPARING QUESTIONS

Ask questions that require more than a yes or no answer.

Questions must require an explanation from the interviewee, the person being interviewed.

Write out your questions in the order in which you want to ask them.

Keep questions on the topic of the interview.

## DURING THE INTERVIEW

Stay on the topic.







Maintain the discussion.

Show sensitivity to the rights and opinions of the interviewee.

Keep your opinion to yourself.

Follow the do's and don'ts rules.

## AFTER THE INTERVIEW

-  Analyse the information.
-  Summarise the information.
-  Write a report on the interview using the writing process,
  - mind map with the information you have analysed from the interview, the key facts,
  -  - rough draft summarising those key facts and editing the rough draft in **orange**,
  -  - final report written neatly using the correct report format.
-  Refer to pages 72 and 73 of your textbook to read about how to prepare for an interview and how to have a **Question Form** ready with your questions on the interview topic prepared and written out and space to make notes of the interviewee's answers.

## THE DO'S AND DON'TS OF INTERVIEWING

### READ THE NEXT 3 PAGES AND THEN CONDUCT AN INTERVIEW AND WRITE A REPORT ON BEING IN LOCKDOWN.

#### Do

- Invite the person you want to interview
- Tell them what the interview will be about
- Jointly decide on a time and place
- Arrive early
- Be prepared
- Speak clearly
- Be courteous
- Make eye contact
- Listen attentively
- Make notes or record with permission
- Say thank you
- Send a thank you note

#### Don't

- Be unprepared
- Be late
- Talk too much
- Interrupt
- Be discourteous
- Lack enthusiasm
- Be inattentive

## WRITING A REPORT

A report must have –

a main heading/title, ( topic )

subheadings for each paragraph, ( W questions )

the name of the interviewer and the interviewee, and

must use an introduction, main information paragraph and a conclusion.



**NORMALLY WE DO A REPORT ON OUR SCHOOL ENVIRONMENT BUT THIS YEAR WE WILL CHANGE THE TOPIC BECAUSE YOU ARE IN LOCKDOWN AT HOME. THIS IS AN EXAMPLE OF WHAT THE CORRECT FORMAT FOR A REPORT LOOKS LIKE.**

## EXAMPLE REPORT

### Writing - page 75 of your textbook

Write a report on what we can do to save our environment (160 - 180 words).

Use what, when, where, who and how questions in an interview to get answers for your report. These may be used in any order.

Report written by Mrs Shee after she interviewed Mrs Eagle at Waterkloof Primary School in January 2020.

### Mind map

Main heading	Report on saving our environment - WPS
Subheadings	The W questions
Beginning	What – recycle, reduce and reuse
Middle	When and where – everyday/ at home
Ending	Who – all family members
Interviewer and interviewee	Mrs Shee and Mrs Eagle

### Rough draft

Number of words \_\_\_\_

You would write a rough draft of your report using the mind map above and you would edit your work in **orange**.

## **Final report**

Number of words - 172

### **Report on saving our Waterkloof Primary School environment.** (Title)

**Based on an interview conducted by Mrs Shee with Mrs Eagle – January 2020.**

#### **What? ( Introduction )**

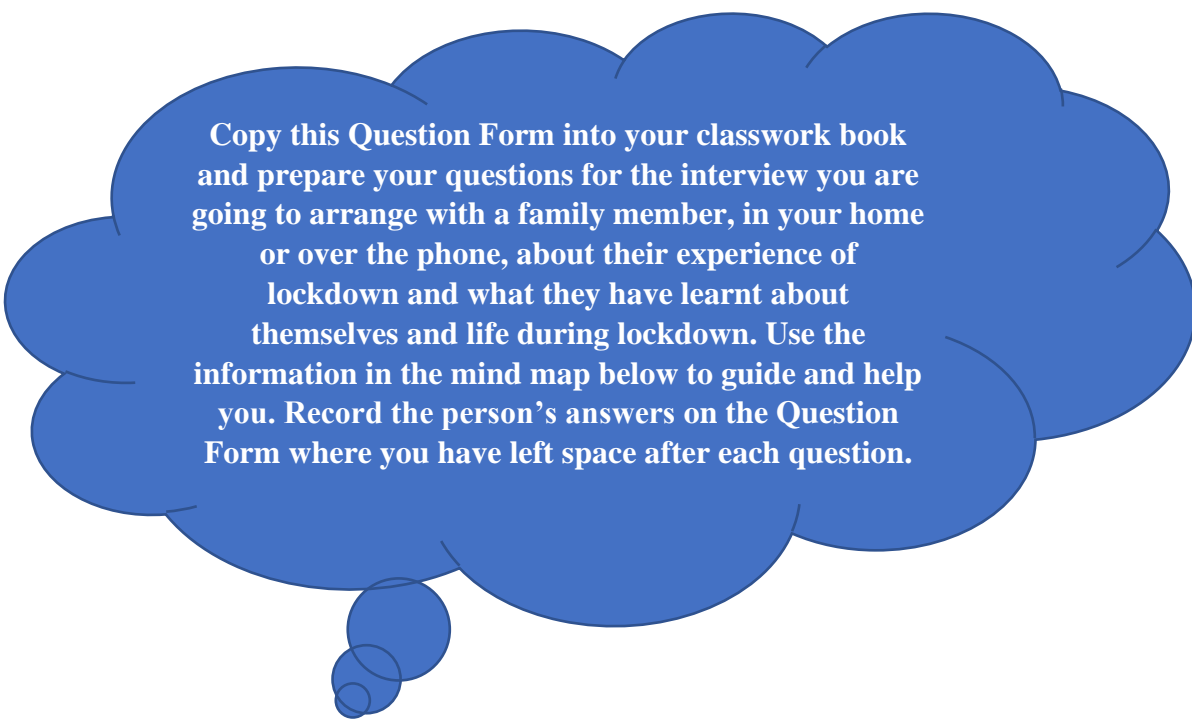
In order to save our environment what can we do? We will need to recycle all things that can be recycled like plastic, glass, cans and paper. We will also need to reduce the number of materials we use in our everyday lives that are unnecessary like food packaging, shopping bags and the amount of water and energy we consume. Reusing items like glass, paper and plastic is vital to stop waste. No member of the WPS community must ever litter!

#### **When and where? ( Body )**

When and where can this process be put into action? Each and every day, all day, at home and at school we must be conscious of our responsibility toward the world we live in to protect and preserve it.

#### **Who? ( Conclusion )**

We all need to be responsible citizens, for our own sake and for that of future generations, who will inherit the world and in particular this school from us. It lies in our hands as to what the state of the planet will be! This is an exciting, challenging and daunting task.



Copy this Question Form into your classwork book and prepare your questions for the interview you are going to arrange with a family member, in your home or over the phone, about their experience of lockdown and what they have learnt about themselves and life during lockdown. Use the information in the mind map below to guide and help you. Record the person's answers on the Question Form where you have left space after each question.

## QUESTION FORM FOR LOCKDOWN INTERVIEW

DATE \_\_\_\_\_ INTERVIEWEE \_\_\_\_\_ INTERVIEWER \_\_\_\_\_

Question 1 What	
Answer 1	
Question 2 Why	
Answer 2	
Question 3 Where	
Answer 3	
Question 4 Who	
Answer 4	
Question 5 What	
Answer 5	
Question 6 How	
Answer 6	
Question 7 What	
Answer 7	

**In your classwork book draw a mind map like the one below and analyse the interview answers into it using key words.**

✚ Mind map - use my questions below to help you to prepare your interview, so that you can then **write your 3 paragraph report of between 160 – 180 words on LOCKDOWN.**

✚ Mind map – Fill in key words, from the answers you got in the interview you conducted, in the blocks of YOUR mind map.

What is happening in the world at the moment and why?

Where are you, who and you with and what are you doing to keep occupied?

How will you, and your approach to life, be different after this experience? What have you learnt from these unusual times?

**Write your rough draft, edited in orange in your classwork book, where you summarise the information you have obtained from the interview you conduct and analysed.**

**Remember to use the correct report format of -**

a main heading/title, ( the topic of the interview ),

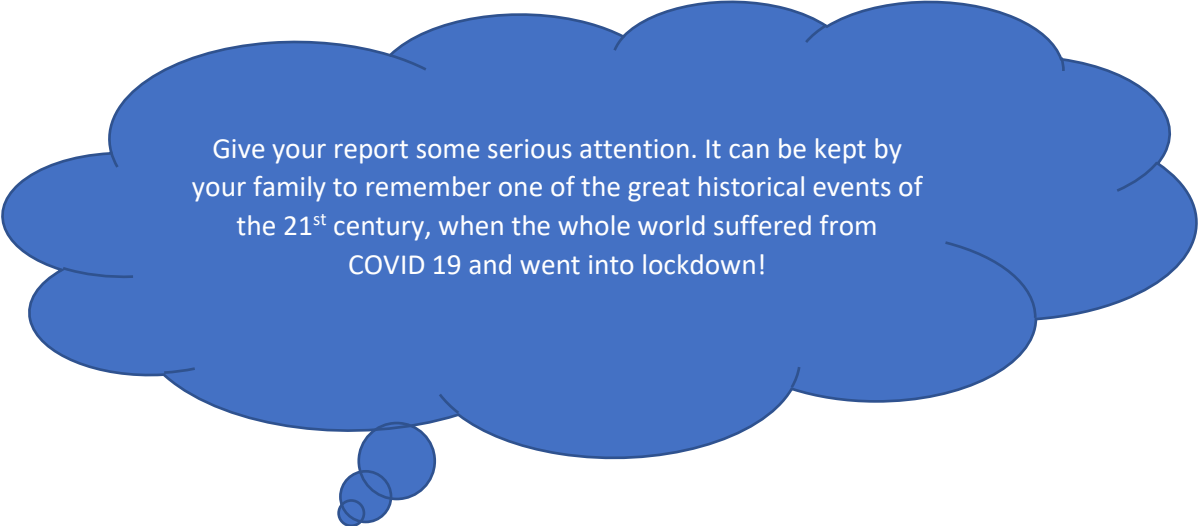
subheadings for each paragraph, ( the W questions ),

the name of the interviewer and the interviewee,

using an introduction, a main information paragraph and a conclusion.

**Once you have perfected your report in the rough draft write it out, using the correct format, your neatest hand writing and correct spelling and punctuation.**

**Look at the example report at the beginning of this lesson to remind you of the correct format.**



Give your report some serious attention. It can be kept by your family to remember one of the great historical events of the 21<sup>st</sup> century, when the whole world suffered from COVID 19 and went into lockdown!