

Guidelines for Conducting Interviews

1. Prepare your questions in advance. You can use a standard list of questions (Ask the editor-in-chief about any lists). But you should also think about specific questions for your interviewee. If needed, you may want to do some research on the person you will interview, for example, a professor at another university, a writer or filmmaker, etc.

2. If possible, send your questions to the interviewee before the interview is to be held. Here is an example email to an interviewee :

Dear,

Thank you for agreeing to do the interview.

I am sending the questions (attached) in advance.

Please let me know if they are OK.

The interview should take about [...] minutes. If it's OK, let's meet at [place] around [time].

After I have transcribed the interview, I will send you a draft. Please read through it and let me know if there are any things you'd like to add, change, or delete.

I would appreciate it if you could return the corrected interview to me in a week's time.

Thank you very much for your help and I look forward to seeing on [date].

Sincerely,

[Your full name]

NOTE: This email is in a fairly formal style. If you are writing to an international student you know well, then you can be more casual.

3. You should take a tape recorder or a digital voice recorder to the interview. (a) Tape recorders are available at the Gakuji Center. Cassette tapes (20 minutes) are in the Common Room. If you wish to buy a longer cassette tape, please buy one at the Seikyou or elsewhere and get a receipt made out to "Chukyo Daigaku."

(b) Digital audio recorders are available in room 222. Please get in touch with the editor-in-chief or one of the editorial advisors to arrange a training session for using the digital recorders.

4. You may also wish to take a camera to the interview. Please make sure to ask the interviewee if it is OK to have a picture published with the interview.

5. Try to arrive before the interview is scheduled to begin. Check the volume on the recorder. And record the name of the interviewee, date and time at the beginning of the tape / file. Play it back to make sure the sound level is OK.

6. As you do the interview, you can ask questions to get further details. For example, if the interviewee mentions his / her university, you could ask, "Where is it located?" If the interviewee says she is from California, ask what city.

7. A notepad may be useful for making a brief note of points you would like to follow up. For example, if something the interviewee says gives you an idea for a follow-up question, you could make a quick note on the pad and ask it later. For example: "You said earlier you also lived in Europe for a while. Where did you live and for how long? What were you doing there?"