

## Interviewing

- 1. Prepare ahead of time. Know as much as you practically can.**
- 2. Avoid yes/no questions, or others that require a one or few word answer.**
- 3. Use what you know already to give some context to what you are asking. Begin the question with a fact, observation, etc.**  
**I noticed there were chairs rather than desks. Why is that?**
- 4. Avoid attacking or revealing bias.**  
**The chairs are obviously inadequate for class. What do you intend to do about them?**
- 5. Form questions in a way that is open-minded, fair and objective.**
- 6. Follow up answers by asking for support: facts and examples**  
**Could you give me an example?**
- 7. Listen closely, and ask follow up questions (don't just plow through your pre-written questions).**
- 8. Avoid argument – if you hear something you disagree with or know to be untrue, approach it in a way that makes it clear that you are questioning it in order to make it clear to readers.**  
**I wonder if other would see this as a contradiction to the point you made earlier? Or... could you give me some examples of X?**
- 9. Notes – take them during the interview or after? Recording?**
- 10. Journal after an interview to get immediate ideas on paper.**