

# CONDUCTING INTERVIEWS AND DISCUSSIONS

## What is an Interview?

A conversation in which the purpose is to gather information is known as an **interview**.

### Elements of an Interview:

- An effective interview should have a clear **purpose**.
- Before an interview, the interviewer should prepare a **list of questions**.
- An interviewer should make an **appointment** with the person he/she is interviewing.
- An interviewer should be **prompt** for his/her appointment.
- An interviewer should **introduce** himself/herself to the person being interviewed.

- At the end of the interview, the interviewer should be **polite**.
- The interviewer should **thank** the person being interviewed.
- During the interview, the interviewer should **listen** to the person being interviewed.
- In an interview, the interviewer should **ask** questions.
- An interviewer should be **friendly** to the person being interviewed.
- At the end of the interview, the interviewer should **thank** the person being interviewed.
- A successful interview should be **short**.



**PREVIEW**

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### Try This

- 1] Which expert would you interview for information on caring for a new puppy?
  - a] an attorney
  - b] a firefighter
  - c] a veterinarian
  - d] a librarian
  
- 2] If an interviewer **records** the interview, he/she should ask permission ahead of time.
  - a] true
  - b] false
  
- 3] Using the **exact words** of the person being interviewed is known as a \_\_\_\_\_.
  - a] quatrain
  - b] quintet
  - c] quotation
  - d] quorum