

The Interview

*Interviews are a common occurrence. One day, you may have to be interviewed for a job, college entrance or scholarship award. Other interviews are used to gather information about various subjects. This is the most common type.

*You will be conducting an interview to gather information about a person. This is a biographical interview. This assignment is a three part practice. You will be working on your **listening, speaking, and writing skills**. You will use the guide provided, taking notes and then verifying the information you received. This information will then be compiled into a biographical sketch as a diagnostic essay. You will also present the same information to the class in a short oral speech about the person you interviewed.

1. Pairs are assigned. You must ask questions and listen **attentively** to the answers. **Do not** simply give the questionnaire over to your partner to fill out. Your questionnaire will be turned in with your written biographical essay. **Staple the questionnaire** to the back of the essay.
2. You will pair off as assigned and use class time to complete both interviews. If time remains, check your notes for accuracy and begin preparing our written assignment. On the third class day, presentations will commence, so take some time to organize your speech, write your sketch, and plan to use presentation skills (vocal projection, eye contact, command of audience, etc).
3. Arrange your essay in an organized manner. Your biographical sketch must be in ink and on college ruled paper. **The essay must have an introduction, body, and a conclusion.** The number of paragraphs you need for the body is your discretion. Some suggested paragraphs might include but are limited to: family life and early childhood; education; heritage and cultural influences, such as food, music or art and clothing; hobbies, interests, and favorite things; short and long term goals; people who have had an impact on your life; religious beliefs; gender roles; one's worst traits and best assets; and miscellaneous topics.
4. You will present your sketch to the class orally. This presentation should be about two to five minutes long. **You may use your written copy but do not read it. Remember, your presentation should hold the audience's attention and be interesting.** The oral presentation will receive a separate grade from the written assignment; the rubric is on the reverse side of this page.
5. If you turn in the written assignment as directed, it will be corrected and given a grade. However, because this is a diagnostic essay, and you have not received any formal writing instruction in this class yet, this essay will be graded leniently.
6. The academic objectives of this assignment are to listen attentively, record your answers accurately, and convey the information effectively. The social objective or hidden agenda of this assignment is for the students to get to know one another and to foster a sense of community in each individual class.