

# Student Handout: Unit 4 Lesson 4



## Personal Interview Planning

Suggested time: 1 Hour

### What's important in this lesson:

Think about a person who has either:

- a) made a successful transition in their life, or
- b) works in a job you find interesting and would like to learn about.

Learn about the kinds of questions asked in interviews, and how interviews look when they are written up.

Prepare questions to ask in an interview with that person.

### Complete these steps:

1. Complete the "Diagnostic Activity: Looking At Interviews." When you are finished, your teacher will review your answers, and make sure that you have a good idea of what interviews are and look like.
2. Find a sample of an interview with a celebrity, an athlete, or someone from your community. Choose someone that you are interested in learning about. You can find interviews in magazines, newspapers, or on various kinds of internet sites.
  - **DON'T SPEND A LOT OF TIME FINDING ONE.** If you can't find an interview in a newspaper or magazine, or you do not have internet access, then ask your teacher for sample interviews.
3. Practice the Skim, Scan and Predict reading strategy on the interview you have chosen. Use Handout 1 "Taking A Peek At Interviews" to guide your reading of the interview.
4. Read the Handout 2 "Now It's Your Turn - Interview Assignment" and complete the highlighting activity.
5. Complete Handout 3 "Interview Planning" by writing down at least 10 questions that you would like to ask your interviewee.
6. Use the checklist to make sure you are ready for to conduct a good interview.

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### **Hand-in the following to your teacher:**

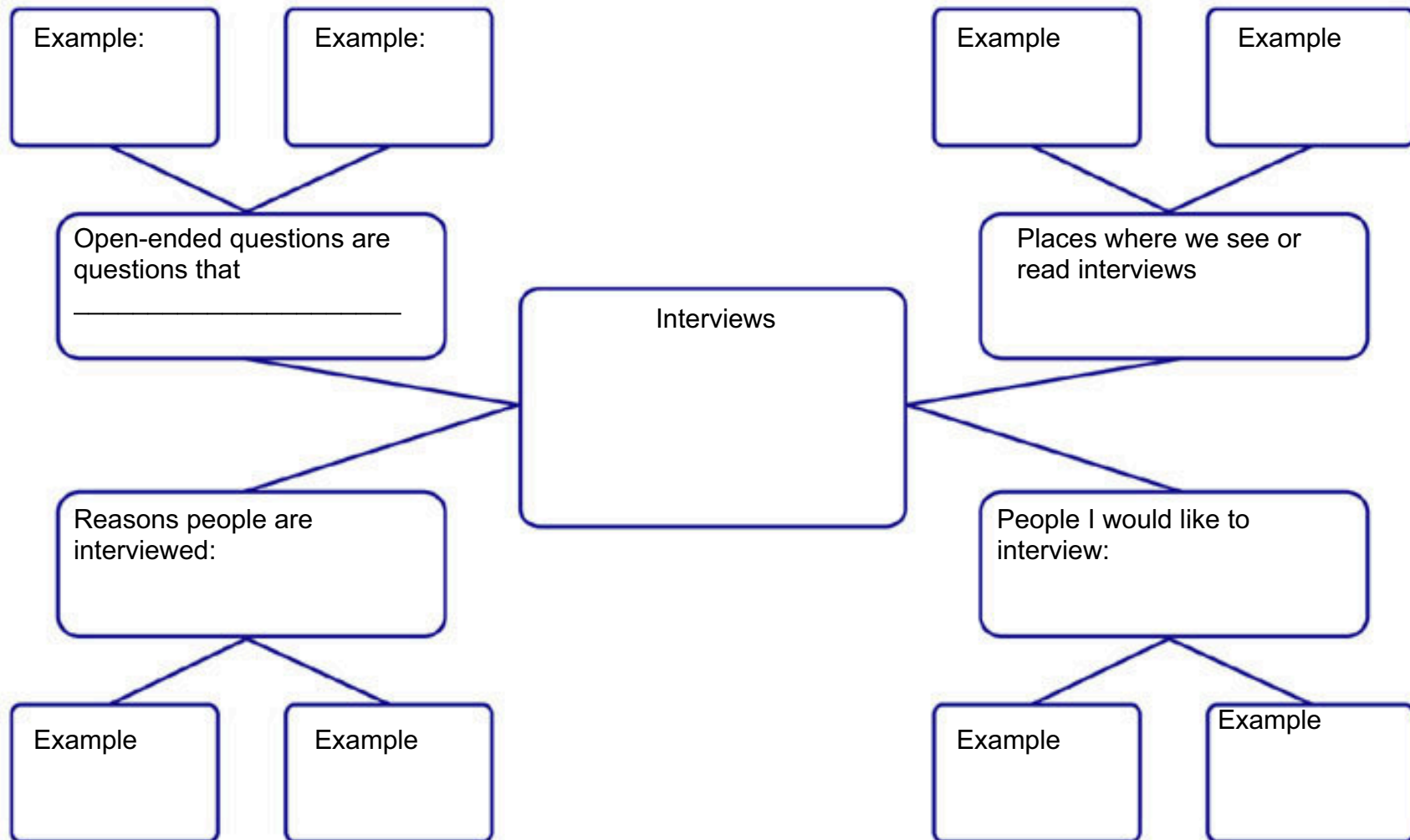
1. Completed Student Handout “Diagnostic Activity: Looking At Interviews”
2. Completed Handout 1 “Taking A Peek At Interviews” PLUS the copy of the interview you read.
3. Completed Handout 2 “Now It’s Your Turn – Interviewing Assignment”
4. Completed Student Handout “Interview Planning” (includes conducting an interview!)

### **Questions for the teacher:**



## Looking At Interviews

Instructions: Complete the Mind Map below by filling in as many of the bubbles as you can.



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## Taking A Peek At Interviews

### Instructions:

Remember the reading strategy of Skim, Scan and Predict? You are going to use the strategy to help you learn the different features of an interview.

Follow these steps:

1. Find a written interview of a person whom you would like to learn about. This person can be a movie star, a famous athlete, a writer, a musician, or even someone from your local community who has been interviewed by the media.

Look in newspapers, magazines, or on the internet. If you have trouble finding a sample, then ask your teacher for a copy of the interviews they researched and found for this lesson.

**DON'T SPEND ALL YOUR TIME LOOKING:** find one quickly so you have time to complete the lesson.

Your interview should be one page long.

2. Print out a copy of the interview for your personal use in this assignment.
3. Prepare to read the page of text you have chosen by filling out the chart on the next page.
4. Then do the, during reading activity, and the after reading activity.

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Before Reading Activity	
<b>Skimming: What do you Notice about this text?</b>	<b>Predictions: What is this text about? What happens?</b>
<p><b>Text Features:</b></p> <p>List any headings, subheadings, bolded words or graphics you notice as you skim</p>	
<p><b>Questions and Answers:</b></p> <p>How does the reader know when a question asked?</p> <p>How does a reader know when an answer is given to each question?</p>	
<b>Scanning: Unfamiliar words</b>	<b>Predictions: What do you think these words might mean?</b>
<p><b>Vocabulary</b></p> <p>List any unfamiliar words you spot on the page.</p>	



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## After Reading Activity

### WHEN YOU HAVE FINISHED READING THE INTERVIEW:

Check off the KINDS of questions that were asked in the interview:

- Questions about the person's childhood and/or family life
- Questions about challenges or problems they have had to deal with
- Questions about their jobs
- Questions about their achievements (special things they have done)
- Questions about their hobbies or interests
- Questions about any transitions they have had to make in their lives
- Questions about their dreams or plans for the future
- Other: \_\_\_\_\_



**Now It's Your Turn  
Interviewing Assignment**

**Locating Someone To Interview**

You have looked at an interview of someone, and know what an interview looks like on a page. You have also thought about the kinds of questions that are asked in an interview.

Your job now is to choose someone in your life that you would like to interview.

This person might be:

- Someone you know who has faced a big challenge and overcome it
- Someone who has had to make transitions in their life, and who has done it well
- Someone who works in a job that you would like to learn about.

Some examples include:

- a relative who has faced challenges (Grandparent? Parent? Aunt/Uncle?)
- a trusted adult from your community who works at a job of interest to you

This person should be:

- Someone you can easily contact in the next few days
- Someone who is interesting for a specific reason
- Someone you admire

This person should NOT be:

- Just anyone – you must have a good reason for choosing this person
- Someone unknown to you who is not able to either meet with you at school or at home for the interview

Now that you have thought about it, list 2 potential people to interview in the space below:

1. Name: \_\_\_\_\_

Reason you would like to interview him/her:

\_\_\_\_\_

2. Name: \_\_\_\_\_

Reason you would like to interview him/her:

\_\_\_\_\_



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Contact ONE of these people and arrange a time and place for the interview.

The interview should happen very soon (within the next day, if possible).  
Conducting the interview is part of the next lesson.

You can choose to invite your guest to the school. If your guest can't come to the school, arrange another time and place where both of you can meet for the interview.

### Preparing Interview Questions

Now that you have chosen your "interviewee," prepare your questions.

You want to begin with the basic facts about the person you are interviewing. **Here are some sample questions. Highlight any that you might want to include in your interview.**

Keep the PURPOSE of your interview in mind when you are choosing questions to include.

Q1. Where did you grow up?

Q2. What was your childhood like?

Q3. What kinds of things did you do for fun?

Q4. Would you describe your experience with school as positive or negative? Why?

Q5. What is one thing about your job that is really difficult? How do you deal with that?

Q6. What was an embarrassing experience you had as a child?

Q7. Where did you live? Tell me about your home.

Q8. Did anything difficult happen to you as a teenager?

Q9. What made you decide on your career? What do you enjoy about your job?

Q10. What advice would you give someone thinking about getting work in your field?

Q11. As you look back on your life, what is one thing you had to work really hard at, then finally succeeded?

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### Interview Planning

Use the space below to plan your interview. (You may use questions from the list above, or add some of your own.)

Choose 10 interesting questions.

Organize your questions so that they begin with childhood, and then move up to most recent events.

Write down your questions in the space provided (in the “Q” lines)

(You will record the answers your interviewee gives to each questions on the “A” lines.)

### Checking for Completeness

Does your interview have everything it needs?

Re-read your questions. Use this checklist to make sure you are ready:

- I have chosen 10 questions.
- My questions are organized so that the interview starts with childhood, and moves along to the most recent events.
- My interview questions “fit” my purpose in interviewing this person – I have learned about their JOB or about the CHALLENGES they have overcome.
- Most of my questions are “open-ended” – they can’t be answered by a “yes” or “no.”
- Each question begins with a capital letter.
- Each question ends with a question mark
- Anyone who reads this interview will feel like they “know” the person I am interviewing by the end of the interview.

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Interviewer: (Your Name) \_\_\_\_\_

Interviewee's Name: (Name Of Your Guest)

\_\_\_\_\_

Q1. \_\_\_\_\_

\_\_\_\_\_

A. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Q2. \_\_\_\_\_

\_\_\_\_\_

A. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Q3. \_\_\_\_\_

\_\_\_\_\_

A. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Q4. \_\_\_\_\_  
\_\_\_\_\_

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q5. \_\_\_\_\_  
\_\_\_\_\_

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q6. \_\_\_\_\_  
\_\_\_\_\_

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q7. \_\_\_\_\_  
\_\_\_\_\_

A. \_\_\_\_\_  
\_\_\_\_\_

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Q8. \_\_\_\_\_  
\_\_\_\_\_

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q9. \_\_\_\_\_  
\_\_\_\_\_

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Q10. \_\_\_\_\_  
\_\_\_\_\_

A. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_