

Interviewing an Expert/Guest speaker

Your first step when planning to interview an expert or guest speaker is to think about the following:

- What knowledge does this person have and how does it relate to your topic?
- Is reaching out to this person realistic? For example, a city councillor, local celebrity, or social media influencer might be easier to contact than say, a Hollywood actor.
- How will you reach them? By phone, letter or email?
- How will you find their contact details?

Expert/Guest Details

1. Expert/Guest Name: _____
2. Name of Organization/Occupation: _____
3. Phone Number: _____
4. Email: _____
5. Address: _____

Questions

Before you start to conduct your interview, you should brainstorm questions you think are important to ask the expert/guest speaker. You should:

- Decide what questions will get the most information
- Try not to use too many questions with a 'yes' or 'no' answer.
- Think of questions this person may have not been asked before.

Brainstorm 5 Questions!

1. _____
2. _____
3. _____
4. _____
5. _____



Setting up the interview

In order to have an interview, you first need to ask the person you want to speak with. You should:

- Invite the person you want to interview – send a letter, email or call them by phone (remember to review the ‘Sending a Letter or Email’ worksheet for more help)
- Make sure you give them plenty of notice
- Give your name, the reason for the interview and some examples of the questions you will ask
- Agree on when (time and date) and where you will meet

Fill in the following to help you organise and prepare for your interview:

Details

Date of interview/visit: _____

Time of interview/visit: _____

Location: _____

Recording/Note taking

What will you use to record your interview? _____

Who will organise the recording? _____

What will you use to take notes? _____

Who will take notes? _____

Preparing to Meet your Guest Speaker

If the person is coming to your school, you should think about the following arrangements for their visit.

Who will be greeting your guest? _____

What room will you use for the interview? _____

Do you need refreshments? _____

What refreshments are needed? _____

Who will organise refreshments? _____

Who will help tidy up? _____

