DEVELOPING INTERVIEWING SKILLS

1. Discuss the following skills needed for interviewing with students

   **Listening:**
   - What is “listening” and what is the importance of listening?
   - **Open-ended questions:**
     - What is an open-ended question?
     - What is a closed question?
     - What is the advantage of open-ended questions?
     - Ask students to suggest questions and as a group decide if each question is open-ended or requires a yes or no answer.
   - **Follow-up questions:**
     - What is a follow-up question?
     - What purpose do they serve?
     - Model the use of follow-up questions throughout this discussion.

2. Practice interviewing skills
   Ask students to practice their interview skills by asking you questions about your life. After each student asks and has their question answered, discuss the question. E.g. Was it open-ended? Was it a follow-up question? Did it indicate that listening skills had been used?

3. Discuss and address concerns about what happens during an interview
   - What if the person doesn’t want to be interviewed?
   - What if the person doesn’t know anything about what they are being asked?
   - What if the person is shy or afraid?
   - What if the person becomes upset while talking, and cries?
   - What if I can’t think of another question to ask?
   - What if they ask me about myself?
   - What if there is a specific topic they don’t want to talk about?

4. Develop questions
   Ask students to work in groups to think of questions they would like to ask their interviewee. Students should brainstorm topics they might like to ask about (e.g. childhood, favourite things, experiences) then develop questions, ensuring they ask what, when, how, and why questions.