

»Plan enough time to observe and interview.

●PLAN TIME TO REFLECT

»As soon as you can, write down what you couldn't during the interview (After all, you don't want to spend your time with your interviewee writing. That could be awkward if they are just watching you write and waiting for the next question).

»Try to quote some of your subject's most interesting or striking words.

»Don't forget to include a few physical details such as the setting and the person's appearance (how he or she was dressed, how she spoke and moved). These tell you about the person, and maybe about their relationship with the topic (especially if the topic is him or her!). You won't be able to (and probably shouldn't) write these down during the interview.

»Write out some of your own observations, reactions, questions, and trains of thought about what the person has said.

»If you had to decide on a dominant impression of your topic, what would it be? You don't have settle in yet, but what's the most interesting conclusions you could draw at this point?

Example Email to Set Up a Formal Interview: