

Question Asking

LESSON GOAL

Develop interviewing skills and techniques along with an appreciation of the interview as an original research strategy.

ESSENTIAL QUESTION

What are effective ways to ask questions? How do I ask the right questions and get relevant answers?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Submit work to My Portfolio.

MY WORKSPACE

- Prepare your assignments in My Workspace.

LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

with your teacher or other students if desired

- Blogger
- Chat Room
- Drop box
- Mailtool

This lesson will take one class period with some significant outside-of-class work.

LESSON OVERVIEW

Many of us are expert web surfers who can find information at the click of a mouse, but how do we get good information from interviewing people in our community? How do we properly prepare for an interview and phrase questions to get meaningful answers? This lesson will walk you through the steps of a successful interview, from designing questions to writing up the information gained in the interview.

STUDENT EXPECTATIONS

1. Participate in a discussion about interviewing.
2. View a presentation about how to interview and take notes.
3. Prepare interview questions and present them to the class.
4. Prepare for an interview and compose interview questions.
5. Conduct an interview.
6. Write up the interview.
7. Write a reflection about the interview process.

There are three assignments in this lesson that require you to have participated in the discussions, question writing, and the ***How to Interview*** presentation.

Here are the ways you can succeed in this lesson

1. Engage in the presentation and take extensive notes from the presentation.
2. Develop five thoughtful questions that demonstrate understanding of effective interviewing techniques.
3. Write at least 10 questions and thoroughly complete the ***Interview Preparation Form***.
4. Write extensive interview write-up according to requirements and with correct citations.
5. Write an insightful reflection that demonstrates a thoughtful analysis of the interview process.

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ASSIGNMENT 1

In class you should have taken notes as you viewed the *How to Interview* presentation. You also should have written five interview questions and worked with a classmate to present them to the class.

You may have already gathered a lot of information about your site or topic. This interview is an opportunity to get more information. To prepare for an interview, complete the *Interview Preparation Form*. Filling out this form will make you think about important issues that will help you plan for your interview.

- What you want to know
- Who you can interview to get the information
- When you can conduct the interview
- What questions you want to ask

When you have completed your form, use the *Sakai* Assignments Tool to submit it for evaluation.



ASSIGNMENT 2

In class you should have taken notes as you viewed the *How to Interview* presentation. You also should have written five interview questions and worked with a classmate to present them to the class. You should have completed the *Interview Preparation Form*, received feedback, and conducted your interview based on your preparation. Now, follow these steps to write up your interview.

1. Review your notes to see if there are any questions unanswered.
2. Transcribe your notes. Write your notes in a format that other people can read and understand.
3. Translate your notes. Consider how to present your interview:
 - a. Question and answer format. Write an introduction and then list questions one by one along with the answers.
 - b. Narrative. Write a nonfiction story about your interview. This could be the form of a newspaper article.
 - c. Prose. Use your interview in a paper about a larger topic. In this form, the interview supports the paper topic.
 - d. Appendix to another paper. Add your interview as further information for another paper.
4. Cite your interview sources properly.

When you finish, use the *Sakai* Assignments Tool to submit your write up for evaluation.

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ASSIGNMENT 3

In class you should have

- taken notes as you viewed the *How to Interview* presentation
- written five interview questions and worked with a classmate to present them to the class
- completed the *Interview Preparation Form* and had it approved
- conducted an interview
- written up your interview

Think about these activities as you reflect in writing on the following questions. Use the *Sakai* Assignments Tool to submit your reflection for evaluation.

1. What would you say was the most important or surprising fact that you learned from your interview?
2. What question do you wish you hadn't asked? Explain.
3. If you were conducting the interview over again, would there be a question that you wish you had asked? Explain.
4. Next time you interview someone for an assignment, what do you think that you will do really well now that you have completed this lesson? Explain.

Question Asking

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.						
Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
3	<input checked="" type="checkbox"/> ASSIGNMENT 1 Interview Preparation Form Complete and submit the <i>Interview Preparation Form</i> .	Wrote at least 10 questions and thoroughly completed preparation form.	Completed required number of questions and preparation form.	Completed some questions and parts of the preparation form.	Completed few or no interview questions; did not complete preparation form.	
3	<input checked="" type="checkbox"/> ASSIGNMENT 2 Interview Write Up Write up the results of the interview.	Wrote extensive interview write-up according to requirements with correct citations.	Completed interview write-up according to guidelines.	Completed some of the write-up according to guidelines.	Wrote little or nothing, showing little evidence of having conducted an interview.	
2	<input checked="" type="checkbox"/> ASSIGNMENT 3 Reflection Write a reflection about asking questions.	Wrote an insightful reflection that demonstrated a thoughtful analysis of the interview process.	Completed the reflection on interviewing.	Made an effort to complete the reflection on interviewing.	Made little or no effort to complete the reflection.	