

## Conducting Interviews

### Scheduling an Interview

1. Send a VERY polite email. Introduce yourself and your topic.
2. Say what you want.
3. Give an opportunity for them to contact you.
4. Give them LOTS OF NOTICE.

Dear Mr. McLellan,

My name is Amy Keus. I am a teacher at Nanjing International School. I am currently completing my masters through Boston University.

I am working on a project in which I compose music for the cowbells. I have been told that you are a local expert on playing the cowbells and thus would like to speak with you.

I would appreciate meeting you sometime to speak with you on this topic. If you are happy to meet with me, then please contact me at 13.748.376.294 or [amykeus@staff.nanjing-school.com](mailto:amykeus@staff.nanjing-school.com) at your convenience.

I look forward to hearing from you in the future.

Best regards,

Amy Keus  
Music Teacher  
Nanjing International school

### Interview Questions:

- Please tell me a little about yourself.
- Please tell me a little about your current position at XXX?
- How long have you been playing your instrument?
- I am looking for information on flute practices. Do you have any advice for me?
- HOW - Do you have any strategies to help me?

## Confirming Interview Content

- Write down as much of what the interview said as possible. Word-for-Word is best, but if not, then the main ideas.
- When you are finished, write a very nice email to the person and ask them to confirm the content of your interview.

Dear Mr. McLellan,

Thank you for your view informative interview. I learned quite a lot about cowbells. I took notes on our discussion and would like to put them in my paper's appendices. Could you please read the notes I took and then let me know if there are any discrepancies or problems?

As always, you can contact me at 13.748.376.294 or [amykeus@staff.nanjing-school.com](mailto:amykeus@staff.nanjing-school.com).

I look forward to hearing from you in the future.

Best regards,

Amy Keus  
Music Teacher  
Nanjing International school

## Recording Interviews

- Put the interview in your Appendices.
- The interview goes on separate page called "Appendix A: Personal Communication with Mr. McLellan."
- Add this information:

Appendix A: Personal Communication with Mr. McLellan  
Conducted on November 11, 2013 at Nanjing International School  
Original interview conducted in German.  
Translated into English by Uli Hildebrandt on November 12, 2013  
Minutes approved by Mr. McLellan on November 13, 2013

... Now put your notes from the interview.

If the person you interviewed dislikes your notes, you might have to change them and send them back for rechecking. If your interview was in the same language as your paper, you may not need to put the information about translations.