



## TIPS FOR SUCCESSFUL INTERVIEWING

- 1. Let the family members you want to talk to know in advance that you want to interview them. A phone call, email, or letter will do. The more information you give them about what you will be asking the better, since they will need the time to look for heirlooms and think about the past.**
- 2. When interviewing, allow your family members time to pause and think about their answers. If there is a silence, do not rush in right away with the next question. Giving people a chance to think about what they want to say often leads to interesting answers.**
- 3. Try not to interrupt. Cutting someone off while he or she is speaking means that you may lose an interesting piece of information or a good story. There may be times, however, when you get more information than you need on one topic and will have to carefully ask another question. You will get better at knowing how to do this without hurting anyone's feelings with practice.**
- 4. Always double-check dates and facts before the interview is over. Also, be sure to thank that person who has given the time to help you with this project.**