



Unit 2 – Interview Guide

Procedure:

- Select a family member to interview. Explain the assignment and set up a time to conduct the interview. Ask your family member if he/she has relevant photos, documents or objects that you could photograph.
- Consider what you already know about the social history of your family history in Canada and what you would like to find out.
- Review the list of Interview Questions and add questions that will help you find the answers.
- Conduct the interview.
- Take photographs of the person being interviewed and photograph any photos, documents or objects.
- At the end of the interview, thank the family member for his/her time.
- Listen to the interview. Chose one question and answer that is the most meaningful to you to share in class. If possible, make a note of the start time of the question and the end time of the answer to make it easier to retrieve both from your audio device or computer.
- Transcribe (write down or type) the question and answer (to be handed in). When you are finished transcribing, consider what you have learned about the social history of your family.
- Save a copy of the interview on a Flash Drive or on a CD.

Supplies you will need:

- Interview questions
- Photo log
- Notebook and pen
- Camera
- Recording device

Procedure if using recording devices:

- Prior to the interview, make sure to tell the person being interviewed that the interview will be recorded.
- Practice with the recording device you will be using before beginning the interview.
- Make sure you have enough space on the recording device for the interview.
- If possible, use a tripod with if you are using a video camera to prevent movement and to free you up to engage with the interviewee.
- Speak directly to the person and respond to statements in an encouraging way.



- Do not be afraid to have your own questions, comments, and responses on the recording. Leave the recording device on to make an uninterrupted recording of the session.
- Avoid saying "I see" or "uh-huh," which can distract someone using the recording later.
- Keep the interview to 45 minutes or less.
- Download interview to a computer or other storage device, labeling by date and name.
- Copy the interview to a Flash drive, or a CD as a back-up.

Procedure if not using recording devices:

- Write down the answers you receive to the questions in the space provided on the Interview Questions sheet. Use additional paper if required.

Photograph documentation:

- Photographs can be taken of the person being interviewed, of existing photographs and other documents, and artifacts such as a medal if, for example, the person being interviewed was a soldier in the past.
- Use the Photo Log to keep track of any photographs that you take.
- Record information about location, date, subject matter, and additional observations.
- Record the camera shot number for the photo.