

## Email and Personal Interview Guidelines

Here are some ideas to consider when conducting email or personal interviews:

~Start with a short introduction of yourself and your project. Include a request for an email response to your questions and permission to use the responses in your project.

For personal interviews, ask permission to video-tape the interview and to include clips of the interview in your project.

~Keep your interview questions concise, but broad enough to allow for more than a yes or no response.

~Write four or five questions that focus on and help support your thesis statement and answer your research questions, including:

- Historical background of topic
- Historical context of topic
- Exploration, Encounter, Exchange in History (connection to theme)
- Impact of topic on history
- Interviewee's personal involvement with topic/memories

Here is the introduction for email interviews that other students have used:

We are Nevada Middle School students in Nevada, Iowa, working on a National History Day project about Eunice Kennedy Shriver's work with Special Olympics. If you're willing, we would like your responses to the following questions by March 9 if possible. The questions focus on this year's NHD theme of "Exploration, Encounter, Exchange in History." We would also like your permission to include your responses in our project.