**Interview Synopsis Format Suggestions**

250 – 500 words?

2-4 paragraphs?

1 – 2 pages?

\* Help the interviewee by letting him/her know beforehand what your purpose is, the kind of information you will be seeking.

\*Formulate specific questions (not yes/no questions) that allow you to find out about what kinds of communications are required.

\*Anticipate the possible answers to questions and formulate appropriate, meaningful follow-up questions.

\*Formulate specific questions that may address some of your biases, ignorances, naivete, confusion, hesitancies, etc. about communications in this field and that may allow you ultimately to make an informed decision about entering the field.

\*Stay focused on communications. Conduct other interviews another time to procure additional information you’re interested in regarding the profession.

**Here are some areas you might formulate questions about:**

 Informal writing (medium, text)

 Email, texts, memos, notes, tweets, phone calls, messages, blogs

 Formal writing (medium, text)

Email, facebook, letters, reports, memos, surveys, logs, manuals, websites, evaluations, reviews, resumes, grants, etc.

 Reading

Letters, professional publications, government regulations, instructions, memos, articles, etc.

 Listening

Meetings, phone calls, interviews, customer interactions, radio, skype, etc.

 Presentations

 Powerpoint, keynote,

**Interviewee’s suggestions for the best preparation, experiences, and practices a prospective worker can perform.**

\*What is most effective/helpful for interviewee when confronting these kinds of texts, writing, and communications? (For example, if the person receives 50 emails a day or needs to write that many, how does the person do this effectively in the least amount of time?).

\*What were they unprepared for?

\*In what areas did they need help?

\*What do they want/need from writer?

\*What have they found the audience needs/wants from them?

\*What is the most difficult communication? Why?

\*What is the easiest, most satisfying? Why

\*What kinds of writing/communication skills would a person who is going to achieve excellence in this field need to have?