

WRITING A STATE REPORT

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INTERVIEWS

A great source of firsthand information about the subject of your report can be found in an INTERVIEW. **An INTERVIEW** is a structured conversation with a person who is knowledgeable about your topic.

Interviews can be scheduled with people who have lived in or traveled to your chosen area. Just remember to keep facts and opinions clearly identified.

Your role in an interview is to set up clear questions that pertain to the individual areas in your report. If done well, a good interview can add needed information and a personal touch to your report.

- ☆ When writing a bibliography card from an interview, follow this format:

name of interviewee _____ _____
interview location _____ _____
interview date _____ _____
name of interviewer _____ _____

- ☆ When transferring this information to the BIBLIOGRAPHY page of your report, follow this format:

Interviewee's Name (last name first). Interviewed by _____.
Interview location, interview date and time.

- ☆ When transferring this information to a FOOTNOTE, follow this format:

¹ Interviewee's Name (first name first), interviewed by _____
(Interview location, interview date and time).

CHECKLIST

Are you ready to begin your state report? Before you begin, read this list. Check the things on the list you can answer with "yes."

- Has your teacher approved your state choice?
- Do you understand any special rules your teacher has given you for writing your state report? Write the rules here.

- Do you know the due dates for your project(s) and paper? Write the dates.

projects(s) _____

paper _____

- Has your teacher given you any checkpoint due dates to see the progress of your report? Write the dates.

bibliography _____ notecards _____

outline or table of contents _____

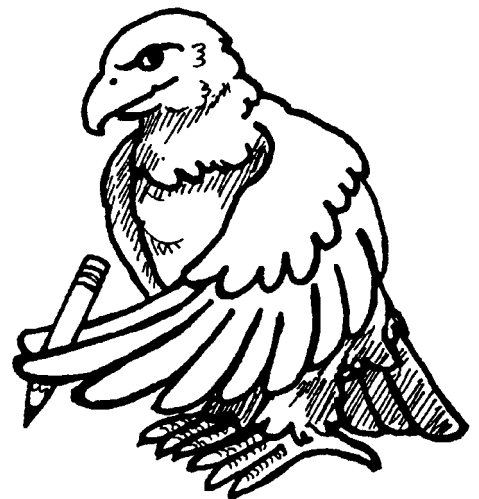
maps _____ first draft _____

other _____

- Do you have more than one source of information for your report? How many?

- Do you have all the materials you need to begin writing your report?

- Will you remember to be as neat as you can be in your writing and drawing?



If you checked all the items on this list, you're ready to begin writing your state report!