Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

For our second speech, you will be introducing a partner to our class. To do so, you must achieve a great knowledge of your partner and share your research. Use this sheet to conduct an interview and become an expert on your partner. After, you will organize your information to deliver a speech about who this person is. The process has been broken down into steps below.

**Step 1: Creating Your Interview:**

* Ask your partner interesting and creative questions that will help uncover who they are to make your presentation informative and unique. Ask lots of questions, you won’t share everything you find, but will want to have solid information.
* Start with the suggestions below and generate your own prompts or questions as well:
	+ Be sure to have the correct spelling and pronunciation of the person’s name.
	+ Basic information: name, age, grade, physical appearance, family background, etc.
	+ Interests, hobbies, abilities and aptitudes.
	+ Special achievements or awards the person has received.
	+ Life experiences: happiest moment, embarrassing or funny story, etc.
	+ Goals for the school year and in life.
	+ Likes and dislikes, important lessons the person has learned, etc.
	+ Your partner’s advice to others.
* *Write ten interesting, open ended questions in your notebook.*

**Step 2: Interviewing Your Partner:**

* Be sure to write down your partner’s answers, but don’t record everything word for word.
* Use the tips offered by Scholastic (below) to interview your partner:

During the interview:

* Be courteous to your subject.
* Always take time to ask for an explanation about things you don't understand.
* Don’t be afraid of uncomfortable silences and pauses.
* Let the interview take its natural course.
* Look the person in the eye when asking questions.
* Always listen carefully to the answers. Each answer could lead to more questions or include an answer to a question you haven’t asked yet.
* Don't read through your questions one right after another like you can't wait to be finished. Conduct your interview like a conversation. One question should lead naturally into another. If you are LISTENING to the answers this will come naturally!
* Also, take notes on what the person looked like, what the person was wearing, where he or she sat. If the interview is in an office, make notes of what is on the walls and on the desk. The objects people surround themselves with hold important clues to their personalities. Ask about any object that interests you. You’ll find some good stories!

**Step 3: Organize Your Research:**

* Look over your notes and record what you’re still wondering about your partner. Use these questions to further your research when you meet with your partner again.
* Determine how you’d like to introduce your partner. *Introductions are important*. Consider:
	+ A fun fact or interesting point.
	+ A statistic related to information discovered in your interview.
	+ An anecdote of their life (quick story about an event).
	+ Ask a question.
	+ Discuss the interview process.
	+ Use a quotation
		- From your interview or from another source.
* Compile the information you will share in a logical or interconnected order.
	+ Writing your speech word for word is not necessary, and can be quite boring. Instead, use an outline to guide your presentation with specific information found through your interview.

**Step 4: Practice & Deliver Your Speech:**

* The best way to feel more confident is to rehearse your delivery. Do it.
	+ We will have several days before presentations begin, take advantage of this time.
* A rubric to grade your performance will be distributed, use it as a tool to ensure you present appropriately.
* Presentation order will be on a volunteer basis followed by unsystematic selection.
* You will receive a grade for:
	+ Research
	+ Organization
	+ Presentation
* You will also receive written classmate feedback.