

LESSON PLAN CONDUCTING THE INTERVIEW

WRITE **2**

OBJECTIVES

- Welcome your guest and make them comfortable
- Conduct your interview
- Check up with your team on their listening skills

MATERIALS

Worksheets

Newspapers & magazines

Computers/iPads

Notebook & pen

TASKS



Set up the room for the interview



Arrange your team so they are comfortable and set the ground rules about not talking when your guest is answering their questions, speaking clearly, no fidgeting



Ensure they are prepared with their questions



Welcome guest and conduct interview



Feedback and quick test to see how well your team was listening

