**TEFL Seminar** Lecturer: Theresa Summer

Interview guideline

**English in primary education:**

**concepts, research, practice**

***Description***

In each lecture, the invited guests will present their chosen thematic focus dealing with “English in primary education”. After the lecture (30 minutes) and a short discussion (approx. 15 minutes), you (the university students of the seminar) will conduct an interview with the invited guest (approx. 20 minutes). This interview should provide some general insights into “English in primary education” as well as some more specific insights base on the presenters’ expertise. Therefore, you should plan more general questions and more specific questions. The interview will be recorded (if the presenters and you allow it), so that it can be used as a video and/or podcast in teacher education programmes in the future.

***Procedure***

* **Step 1:** **Planning and organisation**
  + In your team, decide upon who will take over which role(s):
    - **Research manager:** You are responsible for conducting the research on the invited guest (Who is s/he? What has s/he published? What is her/his main area of interest/past experiences? etc.).
    - **Interview manager:** You are responsible for contacting the invited guest (keep it short!), agreeing upon a set of questions, (possibly rehearsing) and conducting the interview.
    - **Assignment manager:** You are responsible for coordinating the group work at all times and especially also for the written assignment (see guideline). If you work in a pair, the research manager can also be the assignment manager.
    - In addition to your specific role(s), you need to keep everyone in your team informed, share your findings, and help each other out if challenges arise.
* **Step 2: Interview**
  + Prepare for and plan your interview.
  + Write a short (!) email to the presenter, make suggestions on what to ask, and agree upon a set of questions (see guideline).
  + Conduct the interview after the guest lecture (see guideline). Make sure you’ve rehearsed the questions and make sure it has a clear beginning and ending, and that it is as natural and as authentic as possible.
  + Be aware: The interviews will be recorded (if everyone agrees) so that they can be used as podcasts later for teacher education.
* **Step 4:** Reflect upon the interview and summarise important outcomes.
* **Step 5:** Coordinate, plan, and write your written assignment (see guideline).

**Guidelines (Stephen Krashen: Keep it short!)**

**E-mail to the invited guests: Guideline**

Dear X,

We’re looking forward to your lecture on … as a part of our seminar on English in primary education.

After the lecture and a short discussion, we would like to interview you so that we can ask you some questions related to your interests and primary school education.

Attached (and below) you find some suggestions. You are very welcome to delete questions, add further ideas etc. It would be great if you could get back to us soon, so that we can plan our interview.

If you would like to do a dry run of the interview with me/us, please let me/us know so that we can arrange a suitable time.

Many thanks and best wishes,

…

**Interview: Structure & some ideas for questions**

Important aspects

* **Clear beginning:** As the interview will be recorded, make sure you start the interview very clearly.
* **Practising the interview:** Practise your interview (in your group) beforehand.
* **Technical issues:** Make sure your microphone, camera etc. are working. Put your laptop/device higher (e.g. on a few books) so that you can be seen well.
* **Use of language:** Make sure that you pronounce your words clearly and correctly. Try to make the interview as “natural” and “authentic” as possible.
* Be friendly, open, polite, spontaneous … 😊!

**1. Starting off (short intro)**

* Start the interview – e.g.: “A very warm welcome to … You are an expert in … So let’s begin with our first question …”

**2. The interview**

* Don’t interrupt; listen actively.

**3. Wrapping up**

* Ending the interview – e.g.: “Many thanks for taking the time to answer our questions (say name). It was a great honour to have you as a guest today.”

**Questions to ask**

**Important note:** You can ask a great variety of questions. Make sure you include some general and some more specific questions. You should include approx. 8-10 questions. Please contact your invited guest beforehand and make suggestions/agree on a set of questions you will be discussing in the interview. Feel free to be creative, make it fun and original! Yet, consider the guest’s preferences/interests, of course.

* **Refer to a previous experience/publication:** In your book/paper … you argue/point out that … + question (e.g. Why would you say that this is so important …) … As an experienced teacher in … + question
* **Materials:** In your view, what are the best resources, materials, or texts that primary school educators can use in their classrooms?
* **Imagine:** If you had to spontaneously teach a group of young learners English without any worksheets or digital devices, what would you do?
* **Finally,** if you could change one thing about the teaching and learning of English in primary school today, what would it be?
* **If you had a million Euros:** How would you spend it to improve English language teaching and learning in primary schools worldwide? …?
* **(Personal experience:** What about your personal experience? What have you experienced as a teacher or what have you observed in schools that …?)
* **(Career as an academic:** You (say something about their work/career path) … What advice would you give someone wanting to pursue a career similar to yours?)
* **…**