

Revision Checklist: Interview

Criteria	Always	Some	Rarely	Ideas for revision
1. Is my title clear and to the point?				
2. Do I have an introduction?				
3. Does the introduction get the attention of the reader?				
4. Do I show who is speaking during the interview?				
5. Are the questions I ask interesting? Do they help give an insight into the person?				
6. Do the questions stick to the main topic? Do they look deeply into the topic?				
7. Has the person answered each question?				
8. Is the interview relaxed or formal?				
9. Do I have a conclusion?				
10. Have I used present tense?				
11. Have I used personal pronouns?				
12. Do I use connectives to link ideas during the interview?				
13. Do the questions flow in a logical sequence?				
14. Does my interview tell the reader something they didn't already know?				
15. Have I edited my writing for spelling and punctuation?				