

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?				
6. Do the questions stick to the main 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?				