

Interview Memo

Interview an expert in your intended profession or about your intended research paper subject, and write a one-page memo. Identify the person, job title, and company/university. Ask the following questions:

1. What professional groups do you belong to? (Professional organizations, job related groups)
2. What types of writing-related activities do you do (gathering data, meeting with colleagues, revising, editing).
3. How much time do you spend writing daily or what percent of your time do you spend writing?
4. What form does your writing take (letters, proposals, etc.) and who are the audiences for these documents?
5. What is the most important thing that I should learn from my writing class?
6. (Optional) If you are interviewing them about a research paper topic, you also want to ask them about that topic and where they would go to get more information, and perhaps even who prominent people are in that area.