Interview (Profile) Essay Assignment—10% of overall course grade

**Audience:** The class and me. Someone who does not know the person you interviewed.

**Purpose:** To let your readers know about this person’s CAREER—how s/he got into it, why s/he is doing this job and not another, etc. (This is not a biography of the person.)

**Length:** 2-3 typed, double-spaced pages, MINIMUM, with 1-inch margins all around.

****Pre-writing****

- Conduct an interview for at least 15 minutes.
- Have your questions prepared before you go to the interview.
- Sit down as soon after the interview as you can and process what happened.
- Translate as much as possible into your own words using paraphrasing and summarizing rather than just having large paragraphs of quotes.
- Process the transcript of your interview into a narrative format for your reader by seeing what answers to what questions might go together.

****Drafting****

- Chronological order may work best but remember to arrange the information so that the answers tell us about the background, the person and, most importantly, the JOB the person does.
- Think of a good hook or lead-in for your readers.
- Develop body paragraphs that arrange the answers to the questions you asked without re-stating those questions.
- Conclude your draft with a sense of the purpose of the assignment and what you are trying to communicate to your reader. Convey the dominant impression of the interviewee for your reader.

****Revising, Editing & Proofreading****

- Revise your essay with the audience in mind (the other members of class and me.)
- RE-read for clarity, paying particular attention to coherence, focus and unity.
- Does the introduction grab the reader? Does it make them want to hear more?
- Is each sentence fully expressed? Is each paragraph fully developed? Are there good transitions between paragraphs?
- Does the conclusion end the narrative in a satisfactory way for the reader??
- Read through your essay BACKWARDS, sentence by sentence, to check for errors. Make sure you correct as much as you can on the computer but proofread the final, printed draft as well.

See the Course Calendar for due dates, and be sure to e-mail the final draft to me if you are absent the day it is due. Then when you return to class, you can turn in the rest of the process along with a printed version of the final draft in case it didn’t print correctly for me. **REMEMBER THAT YOU MUST TURN IN YOUR WHOLE PROCESS TO RECEIVE A GRADE ON THIS ASSIGNMENT: NOTES, DRAFTS AND THE FINAL VERSION. NO PROCESS = NO GRADE**