

## Organizing Your Interview Paper

### APA style

- Do you have 1-inch margins (left, right, top bottom)?
- Is it Times New Roman 12-point font?
- Is it double-spaced?
- Are there page numbers in upper right corner?
- Is the title page in APA style regarding content and format?

### For each paragraph of the paper, ask yourself the following questions:

- Is it easy to identify the main idea of this paragraph?
- Does the paragraph contain details and/or examples of the main idea?
- Is everything in the paragraph was relevant to the main idea?
- Is there is a smooth transition between this paragraph and the next paragraph?
- Did I avoid excessive use of "I asked/they said" (it's a paper, not a transcript)?
- Is it free of spelling/grammar/punctuation errors?
- Did I address how I can personally apply what I am learning from this individual?

For example:

**The main idea** in the paragraph below is that Susan is a goal-oriented person.

**Two supporting details** are that she 1) sets goals for her students and 2) sets goals for herself.

Everything else in the paragraph is additional information about the main idea and supporting details.

**Susan is a goal-oriented person.** Susan feels that having goals helps you determine where you are going, and shows you the things you need to do to get there. Susan also has expectations not only for herself but also for her students. Because Susan has worked with children for so long, she has an idea of the things they are capable of doing and the things she needs to do to help them get there. **She has a set of goals for her class as a whole, as well as goals for every child individually.** Susan feels that tracking her student's progress is important so she keeps some of her children's work and organizes it by date. This helps her see how her kids are learning and progressing, what concepts they are having trouble with, and what she needs to do to help her students succeed. **Susan has goals for herself as well.** She has daily goals, which she meditates on before her day starts. She also reflects at the end of the day on how her day went. She goes over her daily goals to see if they were accomplished; if they were not, she thinks about any changes that she needs to make to ensure she can accomplish her goals. And as for her long-term goals Susan keeps a log of thoughts and ideas to help her with achieving her goals.

NOTE: The bolded font was used for emphasis here. Do not actually bold your main points in your paper.

### Ideas for Main Ideas (These are just some possibilities. You don't have to use them.)

- This person has had to develop time management skills in order to succeed.
- This person has had to develop interpersonal skills in order to succeed.
- This person has had to develop financial skills in order to succeed.
- This person has achieved a good work/life balance.
- This person always remembers his or her values/ethics/beliefs.
- This person has overcome many obstacles in his or her quest to succeed.
- This person knows how to set goals and develop plans to meet those goals.
- This person knows how to stay motivated.
- This person knows how to deal well with failure.
- This person has an excellent attitude (about life, setbacks, challenges, etc.)
- This person has had to adapt to many new circumstances.
- This person's education did/did not fully prepare them for current circumstances.

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**Albert A Gayle**



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