

---

[report title]

by: \_\_\_\_\_

[paste your cover image here]

**This report is about** \_\_\_\_\_

---

---

---

---

---

---

---

---



# 1 Brainstorming

Check Off Your Progress!



**What** global warming means to me: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What** conservation means to me: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What** do I want to learn more about in my community? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

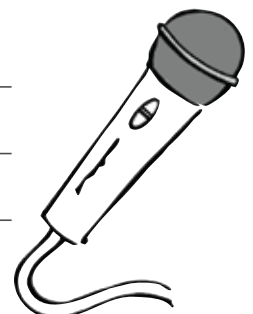


**Where** can I go to find more information? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Who** can I talk to? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## 2 Interviewing

Check Off Your Progress!

### Plan Ahead

1. Collect information on conservation. Know what you want to ask.

**Example:** Before you interview someone about their work with a recycling project, find out more about recycling and why it's important for the environment. Some questions to research might be: How does recycling cut down on carbon emissions? How does recycling save natural resources?

2. Find someone to interview about a conservation project in your community. Ask your teacher or librarian if they can suggest a local community or business leader.
3. I will interview \_\_\_\_\_.
4. Have your guardian or teacher help you set up the interview.
5. Agree on place, date, and time. Be sure the person knows how long the interview will last and that you will be taking notes.

### Prepare Questions

1. Learn as much as you can about the community project you are writing about.
2. Write a list of interview questions on a separate sheet of paper. Think of questions that answer Who, What, When, Where, Why, and How.

### Safety Tip

Organize interviews with the help of a guardian or teacher. Visits with community members and to sites should be under the permission and supervision of a guardian.

### Sample questions:

1. Tell me about yourself and your background in conservation and community activities.
  2. What is your role in the conservation project?
  3. How did you first become interested in community conservation efforts?
  4. Where and when did the conservation project take place?
  5. Why do you think it's important for communities to protect the environment?
3. Try a practice interview with a friend. You'll want to be comfortable using the equipment, asking questions, and taking notes.

### Remember to Bring...

- your questions
- audio recorder or other recording device
- microphone (if necessary)
- audio cassettes (if necessary)
- new batteries (if necessary)
- notebook
- pens or pencils





## 2 Interviewing Continued

Check Off Your Progress!

### Recording

1. The best way to keep track of what someone says during an interview is to record the conversation. You can use an audio recorder or another recording device.
2. Practice using the recorder before you do your interview.

A nationwide effort, the *Call2Recycle*™ program collects and recycles rechargeable batteries and used cell phones. So far they have recycled more than 31 million pounds of rechargeable batteries, helping to preserve the environment and reduce solid waste.



**In School** Clearview Elementary School in Hanover, Pennsylvania, was built with energy efficiency in mind. The school uses 30 percent less water and saves \$18,000 a year on energy costs.

### The Interview

1. Arrive early, if possible. Test your recording equipment to make sure it is working.
2. Turn the recorder on before the interview and then forget about it!
3. Be natural. Talk WITH the person.
4. It's OK to skip some of the questions you prepared. If the question doesn't seem important during the interview you don't need to ask it.
5. Look at the person's eyes. Try not to look at your notes or the tape recorder.
6. Listen carefully to what the person says. They may inspire you to ask a new or clarifying question.
7. Thank the person for taking the time to give you an interview. Keep the recorder running as you say goodbye.

**Keep in Mind** *Reporters ask a lot of questions! It's OK to ask the person to repeat their answer if you don't understand it.*

**TRY  
THIS**

For your final question, ask, "Is there anything I should have asked that I didn't?"



# 3 Writing Your Report



Check Off Your Progress!

The purpose of my report is to let people know \_\_\_\_\_  
\_\_\_\_\_ about conservation.

Quotes I will include from the interview:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facts I will include from my research:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### The person's experiences:

#### Details

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### The person's feelings:

#### Details

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

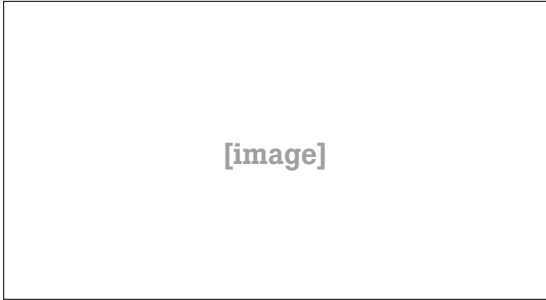


## TIPS

- Remember to introduce the person in the interview and state what he or she does.
- Remember to use quotation marks around a direct quote.

---

[report title]



[caption] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning paragraph: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Middle paragraphs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

End paragraph: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Finishing

Check Off Your Progress!

What did you learn by writing your report?

---

---

---

---

---

---

---

Others can get involved in conservation in the community by:

---

---

---

---

---

---

---

Other things I can do to find out more about conservation in my community are:

---

---

---

---

---

---

---

[quote from your interview]

“

---

---

---

---

---

---

---

”

How can you help your community maintain their conservation project?

---

---

---

---

---

---

---