



GOLD CHALLENGE

TIPS AND SUGGESTIONS FOR AN ORAL HISTORY RECORDING

1. Noise- Strip lights will put a “sound” onto the recording. Remember to switch any of these off.
2. Chat - This is not a “chat” this is an interview. Remember to let your subject speak, try not to interrupt. Keep to your pre-prepared questions. Keep your interview to a set structure.
3. Interviewer- As an interviewer you should be heard as little as possible and try and keep quiet yourself. Automatic responses should be avoided like “uh huh” or “yes” etc.
4. Be careful of any joint or group recordings. People tend to talk over one another and there may be one member who will speak more and dominate the conversation and take over the recording.
5. Remember your questionnaire - Always take your questionnaire with you or a list of questions.
6. Ask your subject where they would like to sit in order to make sure they are comfortable. Make sure you are sitting about 4-5feet away.
7. Don't speak about what your are going to interview them about while you are setting up - or you will find they have covered the information and you have not had your recording equipment running!
8. Always check your equipment is running and in working order.
9. Make a note of your subject's name(the interviewee), note place recording took place and date of interview.
10. Always start with the same five questions. This will help set your interviewee at ease.
 - a. Name?
 - b. Where were your born?
 - c. When were you born?
 - d. What did your parents do for a living?
 - e. Where did you go to school?

11. Keep your questions short.
12. Don't assume information, get your interviewee (subject) to explain.
13. If your interviewee goes off topic try and guide them back to your original question.
14. If you are looking at an object or photograph get your interviewee to describe it.
15. Always thank your subject at the end.