

HANDOUT: HOW TO WRITE YOUR INTERVIEW SUMMARY

*Important: This is a general guide to the basic moves that a paragraph like this needs to perform. It is **not** a formula (套路) – which means that you will need to use your brain and trust your intuition when you write. You will get the best results if you write naturally and listen to your “inner voice.”*

Beginning (first one or two sentences)

- Explain:
 - **Identify** the interviewee (briefly). Who is this person? What makes him/her a successful language learner?
 - What’s the “main idea” – the most important thing you learned from your interview, the “moral of the story”?

Next sentence:

- Explain the main idea more. Get more specific.
- Give details?
- Give background information?

Next few sentences:

- Get even more specific?
- Give an example or two that illustrate the main idea?
- **Quote** the interviewee: Include a quotation (in **quotation marks**) that you think beautifully illustrates the main idea. Remember:
 - **Introduce** the quotation (she says, “_____”)
 - A quotation should be the interviewee’s **exact words**. Do not change them.

Final sentence:

- **Sum up** what you’ve just said. Don’t add your opinion here; instead, restate the main idea in another way—and perhaps add something more.