



Interview Planning: Listening Before Acting

Lesson 1.4

Name:

Date:

Framing Statement:

As you begin shaping your Capstone in Community, it's important to understand the perspectives of people who are affected by the issue you care about. This handout will help you plan an empathy-based conversation or interview with someone connected to your topic. Listening deeply helps ensure that the work you do is meaningful, respectful, and values-driven.

Step 1: Who Might You Talk To?

Identify one or two people you could interview about your capstone topic. These could be students, teachers, staff members, family members, or neighbors—anyone who has experience with or insight into your focus area.

Person 1 Name:

Person 2 Name:

Step 2: Why This Person?

Write 1–2 sentences explaining why you chose each person.

Person 1:

Person 2 (optional):



Step 3: What Do You Want to Learn?

What do you hope to understand better through your conversation?

Step 4: Your Questions

*Write 4–5 open-ended questions you could ask during the interview.
Try to avoid yes/no questions and instead ask about experiences, ideas, or feelings.*

- 1.
- 2.
- 3.
- 4.
- 5.

Step 5: Practicing Empathy & Professionalism

Which of the following are good ways to show professionalism and empathy when conducting your Capstone interview?

- ☐ I will ask permission before taking notes or recording the conversation
- ☐ I will explain why I'm asking these questions and how the information will be used
- ☐ I will schedule the interview at a time and place that works well for the other person
- ☐ I will come prepared with my questions written down and something to take notes with
- ☐ I will start the interview by immediately jumping into my first question without context

The Good Project



YEAR 4 LESSONS



THEGOODPROJECT.ORG

- ☐ I will listen actively without interrupting or debating
- ☐ I will check my phone occasionally if the interview gets long
- ☐ I will thank the interviewee at the end of the conversation
- ☐ I will make sure to tell the interviewee why my idea is valuable
- ☐ I will consider sending a follow-up thank-you message or telling them how their input helped me
- ☐ I will be flexible and patient—this is a chance to learn from someone else's lived experience