Good Morning Dr. Jones, Greet your interviewee

My name is Billy Bob John Jean Smith and I am a student at Phoenix High School in Kennewick, WA. At Phoenix, we do projects to earn high school credit instead of attending classes. Explain who you are and why you are contacting them. By the way, this probably shouldn't be a cold call. This person is probably busy and it is best to set up a time for a phone interview before you actually do the interview (unless they want to do it on the spot, so you should have your questions ready just in case). You also want to keep the interview short, so don't go overboard on any of the below areas.

My current project I am working on is in regards to concussions and the impacts they have on young peoples' brains. After doing some internet research, I found that you are currently studying the effects that concussions have on young people and I would like to get your take on some questions I have regarding that: Explain what you are doing and then pump their ego a bit. For example, "I learned that you are an expert in 'x' field of study."

I know you are an extremely busy person, but if you could briefly answer my questions I would greatly appreciate it. Getting an expert's analysis on my project will really help to further my learning here and you can help play an integral role in that. Let them know that you know their time is valuable and you will take up as little as possible. Then ask them if they can answer a few brief questions for you.

- 1) What are the dangers of young people getting a concussion?
- 2) Do those risks increase if young people get more than one concussion?

- 3) What is currently being done to help protect young people from concussions, especially in sports?
- 4) What are the long term complications that can arise from young people getting concussions?

You better have your questions ready (and checked by an adult in the building before you call) with something to write with and space to write. You probably should type up your questions and then leave a bunch of space between them so you can write down what they are saying. If possible, record the interview (ASK PERMISSION FIRST IF YOU WANT TO DO THIS!) so you can reference it later.

Thank you very much for your time, After you have asked your questions, thank them very much for their time and effort in helping you make progress on your project. End with something like "I thank you very much for your time and I hope you have a great rest of the day." You want to leave the phone interview on a happy note and if this interview goes well, maybe the next time another Phoenix student contacts this person, they will be more likely to help.