

**Dr. Melton**  
**History 1006**  
**Instructions for Oral History Projects**

Attached are guidelines for conducting and transcribing your interview. They were originally written for groups of students, but yours will be an individual project. Read the directions carefully.

- 1) Find a suitable person over the age of 80 to interview. If you have trouble locating someone let me know as soon as possible. After you have contacted your subject, do some background reading, if only from the text, so that you can ask intelligent questions and understand what is being said.
- 2) Record your interview. Be sure to take extra batteries, tapes etc. along with you. Have a list of questions written down to get started. Be sure to check the room for background noise and visual distractions. Traffic, ceiling fans, or televisions that you don't notice while there can make a tape very difficult to transcribe. Be sure to have the release forms signed before you go.
- 3) Transcribe your interview from the recording. Do not leave this to the last minute. Transcription of a 45 – 60 minute interview takes much longer than you think. You should type word for word what is said, as it is said. Don't clean up grammar, pronunciation or profanity.
- 4) Write a brief introduction giving background information on the person you interviewed: Full name, age, place of residence, occupation etc.
- 5) Write a 1 page analysis of your interview. What, if anything, did you learn? How does it relate to what you have been studying? How could the process be improved. All this will help you with your oral presentation.
- 6) Submission guidelines:

In a large envelope turn in: the recording, the transcript, the introduction and analysis. Do not forget to write your name on each part. Be sure to include your signed release forms. If you want the recording back, either make yourself a copy before you turn in the assignment. I will keep all materials for donation to an archive.