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| CATEGORY | **4** | **3** | **2** | **1** | **Score** |
| **Preparation** | Before the interview, the student prepares several in-depth and factual questions to ask. | Before the interview, the student prepares some of in-depth questions and several factual questions to ask. | Before the interview, the student prepares several factual questions to ask. | The student does not prepare any questions before the interview. |  |
| **Follow-up Questions** | The student listens carefully to the person being interviewed and asks several relevant follow-up questions based on what the person says. | The student listens carefully to the person being interviewed and asks a couple of relevant follow-up questions based on what the person says | The student asks a couple of follow-up questions based on what s/he thinks the person says | The student does not not ask any follow-up questions based on what the person says. |  |
| **Notetaking** | The student takes occasional notes during the interview, but usually maintains focus on the person rather than the notes. Notes are added to immediately after the interview so facts are not lost. | The student takes occasional notes during the interview, but usually maintains focus on the person rather than the notes. No additional notes are taken. | The student takes notes during the interview, but does so in a way that interrupts the "flow" of the interview. Additional notes are not taken. | The student takes no notes during or after the interview. |  |
| **Formatting & Editing** | The student edits and organizes the transcript in a way that makes the information clear and interesting. | The student edits and organizsd the transcript in a way that makes the information clear. | The student edits and organizes the transcript but the information is not as clear or as interesting as it could have been. | The student does NOT edit or organize the transcript. |  |
| **Report Writing** | The report is well organized and contains accurate quotations and facts taken from the interview. | The report is well organized and contains accurate facts taken from the interview. | The report contains accurate quotations and facts taken from the interview. | The report is lacking facts and quotations from the interview or the quotes and facts are not accurately reported. |  |