

Exercise 6a: Make your list of people to interview

Before you head in to do your interviews, there are some things you should do to make sure you're prepared to make the best impression on the business person you'll be talking to.

First of all, do your research about the company that you'll be talking about. You don't have to know small details. At least have an idea of what they do, what they sell, and if they've been in your community for a short or long time.

People to interview

Do your best to fill in as many details as possible before doing your interview

Company name #1 _____

Address of business _____

Person who started the business _____

Main product or service _____

How long the business has been "in business" _____

Approximate number of employees _____

Single location? Several locations? Franchise? _____

Other important facts _____



Company name #2 _____

Address of business _____

Person who started the business _____

Main product or service _____

How long the business has been "in business" _____

Approximate number of employees _____

Single location? Several locations? Franchise? _____

Other important facts _____

Company name #3 _____

Address of business _____

Person who started the business _____

Main product or service _____

How long the business has been "in business" _____

Approximate number of employees _____

Single location? Several locations? Franchise? _____

Other important facts _____

