

How to Make a Video: Part 4

(4) Checklist for person delivering guide questions

4: Checklist for the person delivering the guide questions

CHECKLIST FOR GUIDE QUESTIONS

Preparing guide questions

- Guide questions should be prepared to reflect the story you want the person speaking to tell
- Guide questions will help the person being interviewed sound more natural and to keep to the point
- Guide questions should be broken down so they prompt the interviewee to respond in short sentences [\[Link to 1.8\]](#)
- It is usually helpful to share or discuss the guide questions with the person who will be speaking, to ensure they are happy with what they are going to be saying and they have an opportunity to rehearse

Some people will not need or want to have guide questions and will prefer to tell their story in their own words.

- If this is the case, it is important to encourage them to use short sentences and give examples to illustrate their points
- If the person speaking starts to ramble or to lose the point you may need to tactfully ask them to make their response again, but as a shorter version
- You don't need to film continuously – you may find it helpful to stop filming between each set of questions or section [\[Link to 2.7\]](#)

Delivering guide questions

- Decide who will ask the guide questions [\[link to 1.9\]](#)
- Will the person asking the questions to be seen and heard (as a formal interview)?
- If you are delivering the guide questions you can stand behind the camper man or woman so the interviewee is looking towards the camera, or you can sit or stand immediately to the side of the camera [\[link to 3.3\]](#)