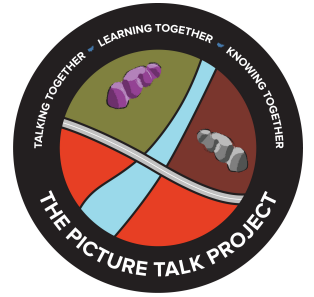


The Picture Talk Project



INTERVIEW TOPIC GUIDE

A. Interview Preparation

- Ensure consent and demographics form filled in and language preference noted
- Check recording device/ batteries / room availability
- Quiet setting, ensure interviewee is comfortable
- Explain the purpose of the interview
- Address terms of confidentiality (who has access to answers and analysis)
- Explain the format of the interview – the type of interview and its nature
- Indicate how long the interview usually takes
- Ask if there are any questions before the interview starts
- Ask permission to record the interview

B. Start interview

- Note the time, date, location and attendees of interview
- Thank participant for taking the time to do this interview
- Use standardised open ended topic questions
(Open ended, neutral and clear questions)

C. Close interview

- Check if participant has any other information to add
- Thank participant for their time and note the end of the interview.
- Write any observational notes immediately from interview experience.
- Add to any notes taken within interview.