

# *Kiwi College Year ?? Oral History Assignment*

**MARKS: 50**

**WEIGHTING: %**

**AIMS:**

1. To learn about changes in domestic technology in early 20<sup>th</sup> century New Zealand
2. To learn about and carry out the procedures involved in the recording of oral history
3. To investigate the experiences of an individual at the time of transition from a pre-mechanized domestic world to a post mechanized one
4. To investigate the impact of those experiences on the individual's life

**TASKS:**

You are to familiarize yourself with the historical evidence contained on the Caversham Digital Web Exhibition (<http://www.caversham.otago.ac.nz>). In particular, the Domestic Technology section. Also valuable for this exercise are the sections on People, Community, Leisure, and Transport. Also check the Oral History and Biography sections.

You are to present a 1000 word report outlining and explaining the changes that occurred in domestic technology during the period 1890 to 1940. You may use suitable illustrations and Oral History quotations from the Caversham Digital Web Exhibition in your report. You may also use any other web-based resources. All the URLs used must be listed in the bibliography. *Do not use any print based resources.*

You are to prepare and conduct an oral history interview with a person who was a child during the period 1930 to 1950.

Your focus will be that person's experience of changes in domestic technology during their childhood and teenage years and its impact on the role of the housewife and family life.

**TIMELINE**

Week One	Begin writing report. Research the theory and ethics of recording oral history. Start with Oral History New Zealand's web site: <a href="http://www.oralhistory.org.nz">http://www.oralhistory.org.nz</a> . Download a copy of an "Oral History Consent Form". After consultation with your teacher, amend this form if necessary. Choose interviewee.
Week Two	Report writing continues. Make contact with interviewee. Preparation of interview questions. Rehearse questioning techniques.
Week Three	Hand in your completed report at the end of the week. Provide the interviewee with a written outline of the types of questions to be asked, Practise using the interview equipment, carry out the interview by the end of the week.
Week Four	Write thank you letter to interviewee. Write up the transcript.
Week Five	Write the interview summary and conclusion. Submit the completed assignment at the end of the week.

## ***Kiwi College Year ?? Oral History Assignment***

Pupil's name and Form: \_\_\_\_\_

Marking Schedule: 60 Marks Total

Caversham Digital Exhibition Report	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
Comments	

Relevant interview questions	0 1 2 3 4 5 6 7 8 9 10
Comments	

Questioning technique	0 1 2 3 4 5 6 7 8 9 10
Comments	

Use of equipment	0 1 2 3 4 5
Comments	

Accurate transcript	0 1 2 3 4 5 6 7 8 9 10
Comments	

Clear, concise summary and conclusion	0 1 2 3 4 5
Comments	

Paperwork completion (Checklist, consent form, thank you letter)	0 1 2 3 4 5
Comments	

Overall Comments
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Teacher's signature and Date: \_\_\_\_\_

## *Kiwi College Oral History Checklist*

Pupil's Name and Form: \_\_\_\_\_

Interviewee's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project: \_\_\_\_\_

Initial Contact: \_\_\_\_\_

Preliminary Meeting: \_\_\_\_\_

Interview: \_\_\_\_\_

Consent Form completed: \_\_\_\_\_

Thank you letter sighted and sent: \_\_\_\_\_

Documentation and photos copied and returned: \_\_\_\_\_

Tape labeled, tabs out: \_\_\_\_\_

Transcript completed: \_\_\_\_\_

Abstract completed: \_\_\_\_\_

Pupil's Signature and Date: \_\_\_\_\_

## KIWI COLLEGE ORAL HISTORY PROCEDURE

The most successful interview will result when a professional relationship and a good rapport is developed between interviewer and interviewee. Select a prospective interviewee carefully. Will you interview someone who you know / are related to? Will the person who you have in mind be suitable for the particular purpose of this task? Will you interview someone who you do not know but can make contact with through a friend or relation?

### Initial Contact

If you know the person, simply ring them and briefly explain what you wish to do. Make an appointment to visit them *without* your tape recorder. Do not, at this stage, commit yourself to recording them. You may decide after the initial visit that for one reason or another, you will not need this person for this particular project.

If you do not know the person, work through a third person who can approach the prospective interviewee with the idea and topic of the assignment. Your intermediary can then arrange a meeting between you and the interviewee, or pass on their telephone number.

### Preliminary Meeting

Arrange a time that is convenient to your interviewee. Arrive promptly to this and any subsequent sessions. Show the person an explanatory sheet on the aims and scope of the assignment. Outline areas that you would like to discuss in the interview. *Do not let this meeting turn into an unrecorded interview.*

If you are confident that this person is a suitable subject, indicate to them that you would like to record and arrange a time *within a week* for the interview to take place. Discuss the **Consent Form**. Think about the suitability of the room for an interview, and discuss this with your interviewee (noise, furniture, power points, privacy etc). Remember to adopt and maintain a friendly, positive and professional attitude.

### Preparation for the Interview

Note down the details that you now know on the ORAL HISTORY CHECKLIST form.

Prepare your interview prompt cards. Decide if there was anything mentioned in the preliminary meeting that you want to specifically remember or follow up - jot it down.

Test out your equipment. You need to be confident with it on the day.

Practise the tape identification and your interview technique. It is your job to put the interviewee at ease, so you need to be confident (not to be confused with overbearing), encouraging, and at ease yourself.

### The Interview

Arrive on time. Set up your equipment and have your prompt cards ready.

Ask specific and direct questions. Be prepared to follow up leads given by the interviewee.

Remember your theory on questioning. Expect silences. Do not jump in if your interviewee is trying to remember something. Allow time for reflection.

Spell proper names aloud if you feel that it is necessary.

Make as few verbal interruptions as possible. Try to use non-verbal cues to allow the interviewee to tell his/her story.

Do not intrude. Always encourage.

Make sure that you get the **Consent Form** completed at the conclusion of the interview. Your interviewee may want to listen to the tape first.

That night, write a thank you note to your interviewee. Remove plastic tabs from the tape. Label the tape and its case.

### The Transcript

Write out an accurate word-for-word written copy of what was uttered on the tape. Take your time with this important part of the interview - be patient.