**Letter Cover – Sample** (1 page)

**Name of the Culture to be researched**

**Thank you** for your participation in this interview.

**Purpose and Topic:**

**Topics to be covered:**

**Duration of Interview**: This interview should take ***no longer than 30 minutes***.

**Anonymity and Confidentiality**: It will be ***anonymous*** unless you are willing to give us permission to use your name in our research paper.

**As a token of appreciation**, we would like to email you a copy of our final report of this study if you would like one.

**Interview Guide - Sample**

**SECTIONS AND QUESTIONS**

1. **Cultural Resume**

**1.** **Cultural Elements** *(Names of the team members responsible for this section)*

1. **Population (Demographics)**

* Questions?

**b) History**

* Questions?

**c) Religion**

* Questions?

**d) Family System & Role Relationships**

* Questions?

**e) Education**

* Questions?

**f) Traditions & Customs**

* Questions?

**g) Jobs & Income**

* Questions?

**h) Forms of Oppression**

* Questions

**2. Taxonomies** *(Name of the team member responsible for this section)*

* Questions for Taxonomy 1?
* Questions for Taxonomy 2?
* Questions for Taxonomy 3?
* Questions for Taxonomy 4?

**3. Beliefs/Values** *(Name of the team member responsible for this section)*

* + Questions

**4. Major Contribution** *(Name of the team member responsible for this section)*

* Questions

**II. Communication Style** *(Name of the team member responsible for this section)*

* Questions

**III. Intercultural Communication Skills** *(Name of the team member responsible for this section)*

* Questions

**IV. Demographics questions of Interviewees.**

* What is your gender?
* What is your age?
* What education level do you have?
* What is your profession?
* Etc.