



## Interviewing: A Practical Guide for Students and Professionals

By Daphne Keats

Open University Press. Paperback. Book Condition: new. BRAND NEW, Interviewing: A Practical Guide for Students and Professionals, Daphne Keats, Interviews are increasingly a core part of life in commerce, the professions and in higher education, yet few people are aware of the many skills needed to be a good interviewer. "Interviewing: A Practical Guide for Students and Professionals" is an invaluable guide for all those looking to improve their interviewing skills, whether they are experienced professionals or beginners. Written in an accessible style and based on a solid framework of theory and research, the book is packed with practical ideas and information about such issues as building rapport and interpreting both verbal and non-verbal responses. It includes chapters on interviewing children, adolescents, older people, people with disabilities, and interviewing across cultures and under situations of stress, as well as case studies, sample interviews, activities for students and chapter summaries.

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