



WORKSHEET

TITLE, SUMMARY, AND KEYWORDS || PRACTICE A TEST UPLOAD (4 pages)

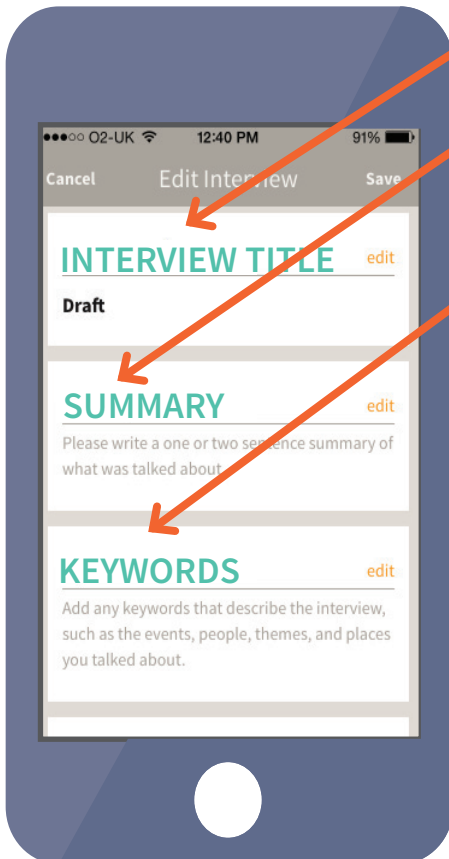
Welcome to the Great Thanksgiving Listen. For this project, you will use the StoryCorps app to record an interview with an elder in your family or community. At the conclusion of the interview, you and your partner will have an option to enter it into the Library of Congress, where it will be available for generations to come.

Future historians and researchers will use the title, summary, and keywords that you add to your interview to understand the contents of your audio file.

This worksheet will teach you to write archive-quality titles, summaries, and keywords. It will also guide you through the process of publishing a test recording that you can use to practice editing these fields. Consider it a practice run for your official interview.

NOTE: Even if you are not using the app to record an interview, this worksheet provides practice at writing the useful titles, summaries, and keywords that are essential to the archive process.

ELEMENTS OF AN ARCHIVE-QUALITY AUDIO FILE:

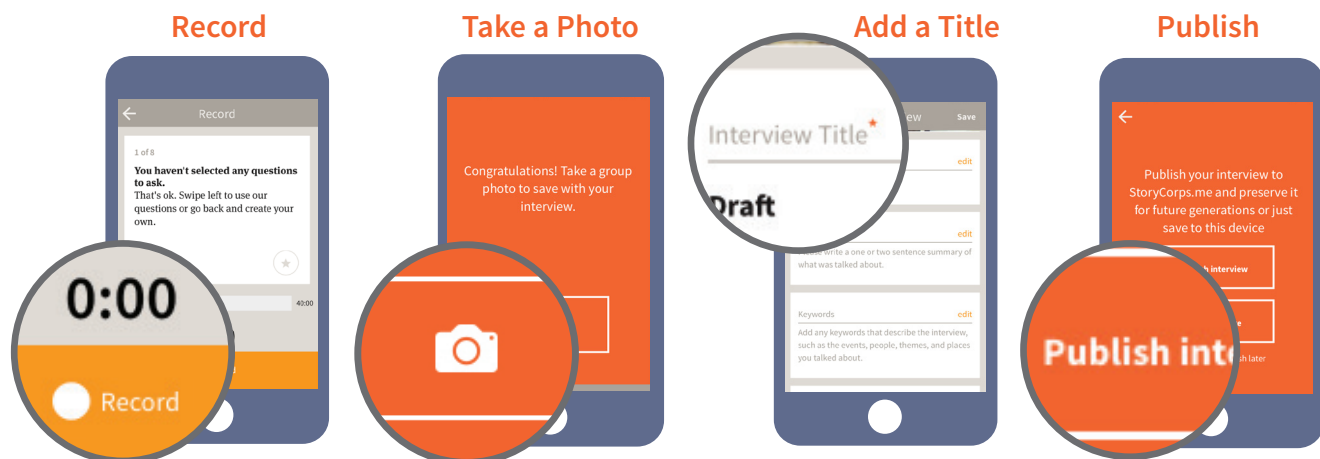


- ✓ **TITLE:** The best interview titles are one sentence, include the first and last names of participants, and refer to the main idea of the interview.
 - ✓ **SUMMARY:** Summaries are 4–5 sentence descriptions of the interview. Excellent summaries include the location and date of the interview, the names and basic autobiographical details of the participants, and a general overview of the topics discussed.
 - ✓ **KEYWORDS:** Keywords are descriptors that indicate important themes, topics, places, and people described or discussed in an interview. Researchers, producers, and librarians at the Library of Congress use keywords to find interviews about particular subjects, and future researchers will search through the archive by using keywords as search terms.
- ▶ **Descriptive keywords** describe the subjects discussed in the interview and are consequently different for every interview. These include names of people, groups, and organizations; occupations or businesses; names of events, especially historical events, discussed in the interview; places discussed at any length, and general themes that are discussed more than just in passing in the interview. **Descriptive keywords will be unique for each interview based on its participants and their conversation.**



- ▶ Try to provide **5–15 keywords** to make your audio recording more valuable to the archive.
 - ▶ Any **topics discussed at length** should be represented among the keywords.
 - ▶ Think beyond what you find most interesting or important. Details that seem mundane or even boring to you may prove crucial to others.
 - ▶ You are encouraged to conduct your interview in **whatever language** you and your partner are comfortable speaking together. If you record in a language other than English, **please enter that language as a keyword** (i.e. Spanish, Mandarin, Arabic, etc.).
- ▶ **Custom keywords** are standardized keywords listed on the Custom Keyword Guide provided by your teacher. They are not descriptive per se, but help cluster together groups of interviews that share something in common.
- ▶ StoryCorps requests that every participant use the custom keyword for their state. They take this basic form: **TheGreatListen2015[State Abbreviation]**, such as **TheGreatListen2015NY** or **TheGreatListen2015AZ**.

PRACTICE ASSIGNMENT FOR STUDENTS USING THE APP



Practice using the app by recording the following sentence:

- ▶ “This is [Name] conducting a test recording for the Great Thanksgiving Listen, 2015.”
- ▶ Follow the prompts in the app to publish your test recording.

- ! **TIP:** The app will prompt you to take a photo after you finish recording. You can take a selfie, or if you prefer, take a picture of a piece of paper with the date on it.
- ! **TIP:** The app will prompt you to enter an interview title. You will have a chance to edit it later by logging into your StoryCorps.me account from a computer.
- ! **TIP:** You will have the option to enter a summary and keywords straight from the app, but for this project, enter them instead after publishing by logging into your account at StoryCorps.me. From StoryCorps.me, you can easily edit all of the information associated with an audio file (and also delete the audio file if you choose).

- ! **Log into** your account at StoryCorps.me from a desktop computer to **edit** the title, summary, and keywords for your test interview. Click on your **user name**, choose **view profile**, select your **test interview**, and **enter** the following text to practice editing the information about the file.



2. Interview Details

Interview Title

1

[Your Name]’s Test Interview for the Great Thanksgiving Listen, 2015

Summary

2

In this test recording, [Your Name] at [School Name] in [Town, State] records a practice audio file for the 2015 pilot of the Great Thanksgiving Listen. [Student Name] is in [grade level] and is studying [course name].

3. Enter keywords, separated by commas

Keywords help people find your interview by topic.

3

test interview, [custom keyword for your state]

Places help people find your interview by topic.

Organization help people find your interview by topic.

Save & Upload

TIP: You will see keywords fields for General, Organizations, and Places. On your official recording day, if there are any organizations or places discussed at length in your interview, enter them in the appropriate fields. Otherwise, enter your keywords in the general field (including your state custom keyword), separated by commas.

- Save your work** by clicking **Save & Upload** and then finish the assignment by emailing a link of your test audio file with edited title, summary, and keywords to your teacher. With the permission of your teacher, once the assignment is complete, delete your test interview.

PRACTICE ASSIGNMENT FOR NON-APP STUDENT PARTICIPANTS

- Write** down a sample title, summary, and keywords for an imaginary interview and **submit** these to your teacher.

REMINDER: When you conduct your interview over Thanksgiving, you will **customize** your title, summary, and keywords to the **specific contents of your interview**, and you will include **5–15 keywords**.



SAMPLE PROFILE WITH TITLE, SUMMARY, AND KEYWORDS

StoryCorps.me Home Browse More User [Donate](#)

StoryCorps March 13, 2015 [Following](#)

Andrew Ross Interviews Great-Grandma Colleen Johnson About Her Service in World War II

2:00 272 2188

Keywords

- Women's Army Corps
- WAC
- army
- World War II
- military
- women in the military
- war
- service
- WAC disbandment
- General Douglas MacArthur
- TheGreatListen2015MO**

Share



Participants

StoryCorps

Summary

In this interview, conducted in October 2015 in Kansas City, Missouri, Andrew Ross (16) interviews his great-grandmother Colleen Johnson (97) about her service as a First Officer in the Women's Army Corps during World War II. She shares her story about joining the military and what she learned in the army. Additionally, she reflects upon the disbandment of the WAC in 1978. Near the end of the interview (minute 38:45), she shares a personal story about the time she met General Douglas MacArthur.

**Not a real profile*