

## **Tips for Surveying People**

[http://www.ehow.com/how\\_16596\\_write-survey-questionnaire.html](http://www.ehow.com/how_16596_write-survey-questionnaire.html)

<http://www.accesscable.net/~infopoll/tips.htm>

[http://www.cc.gatech.edu/classes/cs6751\\_97\\_winter/Topics/quest-design/](http://www.cc.gatech.edu/classes/cs6751_97_winter/Topics/quest-design/)

### I. What do I want to know?

- A. Ask a question that interests you. What would be cool to know?
- B. Be practical. What information can I actually get?
- C. Be specific. What EXACTLY do I want to know?

### II. Who should I ask?

- A. Ideally, who will I survey?
- B. Practically speaking, who can I survey?

### III. Design your survey

- A. Keep it short. Ask ONLY what you need to know to answer your question.
- B. Make it easy to evaluate responses. Write close-ended questions.
- C. Keep it simple. Make your questions simple and clear.
- D. Make people want to answer. Insure anonymity.
- E. Be orderly. Ask questions in a logical order.

### IV. Distribute your survey. Have a plan.

- A. How many responses do I need?
- B. When and where can I distribute my survey to my target audience? Do I need permission?
- C. How will I distribute my survey? Interview? Internet? In a class?
- D. How will I introduce my survey? What will I say when I distribute it?

### V. How will I present the answers to my questions?

- A. Graphs? Descriptions? Pictures?