

Carrying out a Survey

Before writing and carrying out a survey, your team needs to determine the information you would like find out! Also, remember to keep in mind the 'Targeting your Audience' tips so that you have a clear idea of *who* you'll be asking to complete your survey.

Read and fill in the prompts below to help get you started.

Purpose

What is the aim of your survey? What do you hope to find out?

Questions

Tips for writing your questions:

- Use 'closed questions. These are questions that require a yes or no answer, e.g. *Do you leave the lights on in an empty room?*
- Avoid 'open' questions. These are questions where a person could give a variety of information in their answer e.g. *Why do you think that most of Ireland's energy is produced from non-renewable sources of energy?* This can make your results complicated and hard to tell others about.
- You could also ask questions that give people a choice of answers for more detailed feedback while keeping a simple structure, e.g. *Do you leave the lights on in an empty room? (a) never (b) sometimes (c) often*

Brainstorm 5 Questions

1. _____
 2. _____
 3. _____
 4. _____
 5. _____



Introducing your Survey

It's important that when approaching someone to fill out a survey, that the person understands **what** the survey is about and **consents** to filling it out. Ex: "Hello. We are doing a survey about..." / "Would you mind answering some questions, please?"

Brainstorm Your Introduction

It is also important that before you conduct your survey, you have thought about **where** and **when** you will carry it out. Think about

- 1) what is the best location to reach my target audience?
- 2) what is the best time to reach them? e.g. *if your audience is your peers then doing a survey at your local supermarket during school hours or over school holidays might not be the best idea.*

Decide when and where you will carry out your survey

Date and Time: _____

Location: _____

Additional Tips

- Keep your survey short
- Make sure to leave enough space for people's answers
- Be sure you have permission to carry out your survey (at the location and with the person you are asking)
- Decide on the number of people you want to survey and photocopy that number of sheets.
**Remember, if there is more than one page be sure to copy double sided to save paper!*
- Thank the people who help you with your survey!

