

Carrying out a Survey

- Decide what it is you wish to find out by doing this survey.

Purpose of survey:

- Decide on the questions you want to ask.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

- Use 'closed' questions that require a yes/no answer, e.g. Do you leave lights on in an empty room?
- Don't ask 'open' 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 the questions that give a choice of answers from which the respondent selects their answer, for more detailed feedback while keeping a simple structure e.g. Do you leave lights on in an empty room?
(a) never (b) sometimes (c) often

Other points to remember are:

- Keep your survey short.
- Write out the questions, leaving a space for people's answers.
- Do you have permission to carry out the survey?
- Decide on the number of people you want to survey and photocopy that number of sheets.
- How many surveys do I need? _____
- Where will I photocopy the surveys? _____

If there is more than one page be sure to copy double sided to save paper.



- Write out what your introduction will be, e.g.

“Hello. We are doing a survey about...Would you mind answering some questions, please?”

Introduction:

- In order to see if any changes are needed practise your introduction and questions on your classmates beforehand.
- Decide when and where you will carry out the survey.

Date and time for survey:

Where:

- Thank the people who help you with the survey.

