

Q) What do you know by a questionnaire? what are characters of good questionnaire?

A questionnaire consists of a list of questions directly or indirectly connected with the work of the investigation and contains (or does not contain) blank space for writing the answers, but answers are written on another paper is called a questionnaire.

A list of questions that is sent to the person concerned the answer questions and returned by him is called a questionnaire.

* Good questionnaire : - A good questionnaire is one which help directly achieve the research objectives, provides complete and accurate information, is easy for both interviewers and respondents to complete, is so designed as to make sound analysis and interpretation possible and is brief.

Questionnaire is a list of questions pertaining to a particular enquiry in hand. The framing of questions and overall drafting of a questionnaire have strong bearing upon the quality of the questionnaire. Preparing a questionnaire is a technical job and requires a great deal of skill, expertise and practice.

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The following general principles should be followed while designing or drafting the questionnaire

(a) Covering letter → The person conducting the survey must introduce himself and also state the objectives of the investigation. The covering letter should state in a few words as possible the purpose of survey.

(b) Number of questions should be small → The number of questions to be included in a questionnaire depends upon the object and scope of enquiry.

(c) Questions should be simple and short → Questions should be very simple and as clear as possible. Questions of uncertain nature should be avoided.

(d) Questions should be logically arranged → The questions must be arranged logically so that a natural and spontaneous reply to each is induced. They should not skip back and forth one topic to another.

(e) Cross-checks → If possible, one or more cross-checks should be incorporated into the questionnaire to determine whether the respondent is answering and lead the important questions correctly.

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(g) Pre-testing the questionnaire → Once the draft questionnaire is ready, it should be put to test on a selected number of informant/ enumerators.

(h) Questionnaire should look attractive → A questionnaire should be made to look as attractive as possible. The printing and the paper used.

(i) Method of tabulation → The method to be used for tabulating the results should be determined before the final draft of the questionnaire is made. If the results of the questionnaire are to be computerised.

(j) Open questions → There are questions which is expected to be answered by the informant in his own words. The aim of such questions is to seek the personal opinion on the informants on certain matters.

(k) Question requiring calculations should be avoided
 (l) Personal and sensitive questions should be avoided
 (m) Question should be framed with alternative answers

These are the main provisions of drafting and general of good questionnaire.

Characteristics of good questionnaire: -

Questionnaire are

- 9. Common and comprehensive research tool used by private companies, government departments, individuals, groups, NGOs etc to get feedback, research, collect data from consumers, customers or from general public depending on the need. There are several characteristics of good questionnaire, -

2i) Need to know what need to be measured → Having a clear picture and understanding of what data needs to be collected contributes to the quality of data collection.

ii) should know how to word/frame question and words should be neutral and should not be leading: -

Whatever your opinion may be reflected in the questions. This is done both intentionally and unintentionally but should be taken care of.

iii) Emphasis on right word/phrase should be kept in mind -

The language should be clear so that the required data can be received. This also makes the question and the requirement of survey easy to understand and thus help in getting a better response and answer.

iv) Define and qualify terms: - This is Monday

essential when a technical survey or a field specific survey is being done. If you think that the audience being surveyed might not know about some terms than they must be defined to get one proper response.

v) Multiple questions in question should be avoided →

One question should have one answer. If more than one question needs to be asked then it should be made a separate question to improve clarity of questions.

vi) word requiring emphasis should be emphasized -

at helps in making a point and question clear.

vii) Options like good/bad/fix/average should be quantified through photographs or other mean -

These are very vague terms and interpretations of these varies from person to person.

viii) Unwanted assumptions should be avoided -

A survey is about getting factual data and not stories should be avoided.

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assumptions should be avoided.

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Q1) What are the merits and demerits of a random survey and a complete census?

Ans

- 1) Random Survey/Sampling → Random sampling is the scientific technique of drawing ~~sample~~ samples from the population according to some laws of chance (i.e. Probability) in which each unit in the population has some definite pre-assigned probability of being selected in the sample.
- 2) Actually randomness is a property of the sampling ~~not~~ procedure and not the sample itself. Random sampling is also called probability sampling.

* Merits.

1) Scientific Technique:- It provides a scientific technique of selecting the sample from a universe in which each unit of the universe has the equal chance of being included in the sample.

2) Less chance of Bias:- There is little chance of bias and prejudices of investigators to play and influence the selection of the sample.

3) Evaluation of Relative Efficiency:- It is a possible way to evaluate the relative efficiency of various sample designs when compared under this method.

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Q2) Less dependence on detailed information. It does not depend very much upon the existence of detailed information about the universe for its effectiveness.

Q3) Sampling error:- It random sampling method is used, we can calculate the sampling error and can be sure about the limits under which the inferences are dependable.

Q4) Probability:- Random sampling is practically based on the theory of probability.

Demerits:-

1) Complete list:- This method requires complete list of units of the universe and in many cases it is not possible or practicable.

2) Costly:- In case of field surveys sometime the sample units selected tend to be too widely scattered geographically that it needs more cost, time and labour to cover the whole field of enquiry.

3) Interdependence:- All the units in the population must be independent if this method is to be used.

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(d) Size of population: - If the scope and size of population is small, the selection of representative sample is not possible.

(e) Heterogeneous: - If the universe has units or diverse characteristics, this method cannot select a representative sample.

* Census method -> Census method is the method of statistical enumeration where all members of the population are studied. A population refers to the set of all observation under concern. For example, if you want to carry out a survey to find out student's feedback about the facilities of your school, all the students of your school should form a part of the 'population' for your study.

At a more realistic level, a country wants to maintain information and records about all households. It can collect this information by surveying all households in the country using the census method.

In our country, the government conducts the census of India every ten years. The census provides information from households

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regarding their incomes, the count members of the family etc. The main provision of sampling and census method in statistics is for data collection.

* Difference between census and sample survey

Parameter	Census	Sample Survey
1. Definition	A statistical method that studies all the units or members of a population.	A statistical method that studies only a representative group of the population and not all its members.
2. Calculation	Total/complete	Partial
3. Time involved	It is a time-consuming process	It is a quicker process
4. Cost involved	It is a costly process	It is a relatively inexpensive method
5. Accuracy	The results obtained are accurate as each and every unit is surveyed. So there is a negligible error.	The results are relatively inaccurate due to leaving out of items from the sample. The resulting error is large.
6. Reliability	Highly reliable	Low reliability
7. Heterogeneity	Not present	The smaller the sample size, the more likely it is to be affected by heterogeneity of data.

Reliability: Highly reliable
 Heterogeneity: Not present
 This method is suited for homogeneous data.