

## **QUESTIONNAIRE**

A questionnaire consists of a number of questions printed or typed in a definite order on a form or set of forms.

-OR-

Simply set of questions.

- Questionnaire should be personally handed/administered.

### **Types of questionnaire**

#### 1. Structured questionnaire

- Have definite and concrete questions and it is prepared well in advance.

#### 2. Unstructured questionnaire

- Used at the time of the interview.
- Acts as the guide for the interviewer.

### **Question**

- A sentence, phrase, or word that asks for information or is used to test someone's knowledge
- A matter or problem that is being discussed : a subject or topic
- Doubt or uncertainty about something

### **Types of Questions**

#### 1. Close ended questions

- Responses are limited to the stated alternatives.
- One of the alternatives is simply YES or NO.
- Respondent cannot express his own views/judgment.

#### 2. Open ended questions

- Respondent is free to express his views and the ideas.
- It does not restrict them to choose from the given alternatives as in closed-ended questions.

## **Questionnaire Design Principles**

- Wording of questions
- Categorization, scaling and coding
- Type and length of questions

### **Principle of Wording**

Factors to be considered;

- Context and purpose of question
- Language and wording
- Type and form of questions (open or close-ended)
- Question sequence (General-specific-easy-difficult)
- Classification of data or personal information