

Questionnaire: A questionnaire is a series of questions asked to individuals to obtain statistically useful information about a given topic.

The Purpose of Questionnaire:

- 1- Collect extract data from respondents that become a standard guide for the interviewers who each need to ask the questions in exactly the same way.
 - 2- Questionnaires are also an important in the data collection methodology.
 - 3- They are the medium on which responses are recorded to facilitate data analysis.
- Inappropriate questions, incorrect ordering of questions, incorrect scaling, or bad questionnaire format can make the survey valueless.

To write effective questions, researchers need to keep in mind these four important techniques:

1. Questions should be written in a straightforward, direct language .
2. Questions should be kept short and simple.
3. Specific questions are for the most part better than general ones
4. Avoid questions that are overly personal or direct, especially when dealing with sensitive issues.

Steps to be followed in questionnaire construction and writing the report:

- 1) Determining the scope of the questionnaire.
- 2) Deciding the type of questions (close ended or open ended) .
- 3) Preparing the draft questionnaire.
- 4) Pretesting the questionnaire with a sample population.
- 5) Revising the questionnaire according to the suggestions received.
- 6) Distributing of the questionnaire to the actual sample.

- 7) Sending reminders to the population under study.
- 8) Receiving the responses.
- 9) Analyzing and interpreting of the data received.
- 10) Writing the report.

Advantages of Questionnaires:

- 1- Questionnaires are really inexpensive.
- 2- Questionnaires can be of different types, written, postal, telephone and many other methods.
- 3- Used for getting answers from a large group of people from a short space of time.
- 4- Unlike face to face interview, questionnaires give time to the respondents to think carefully, before giving the answers.
- 5- Question responses can be highly defined and specific, depending upon the type of questions asked in the questionnaire.
- 6- Questionnaires provide data analysis and data manipulation. The more the data that is received, the more accurate will be the analysis.

Disadvantages of Questionnaires:

- 1- The results of questionnaires are based only on the type of question being asked.
- 2- The response rate may be poor in questionnaires if people do not have time or they don't care about answering them.

- 3- May take a long time and will produce a large amount of data that will take time to analyze.
- 4- Questionnaires cannot inform about the real meaning and fact of why such data is collected.
- 5- They are not suitable for collecting and taking information about long and complex issues.