

Qualities of a good Questionnaire

The success of an investigations depends on the construction of the questionnaire . The following general points may be kept in mind.

1. The questionnaire should be Brief

The number of questions in the investigation should be as small as possible . Because people do not feel happy in answering a long questionnaire.

2. Question should be simple to understand

It must be clear , precise and unambiguous in nature. Different types of questions may be formed to fulfil the object of the investigator.

3. Questions should be arranged logically

The questions must be logical in nature. There must be orderly flow of questions that is questions should be orderly arranged.

4. Proper words should be used in the questionnaire

The words which are not in use , words representing respect , complex words etc., can be used in the right places.

5. Questions of a Sensitive and personal nature should be avoided

The questions of religious , personal , political nature should not be asked. Sometimes the informant may dislike such type of questions and may not give correct information.

6. Necessary instruction should be given

If the informant is given necessary instruction he does not face any difficulty to answer. For example if there is a question on height , It should be clearly explained whether the height is to be measured in meters or foot.

7. Questions related to Mathematical calculation should not be asked

There are people who do not know mathematics and so such types of questions must be avoided.

8. Questions should be capable of objective answer

This type of questions is known as multiple choice questions. It is easy to answer and for tabulation.

9. Questionnaire should look attractive

A questionnaire should be attractive and should induce the informants to answer.

10. Pretesting the questionnaire

Pretesting the questionnaire must be done before posting it. Then only shortcomings of the questionnaire can be discovered.