**How to Approach a Survey or Interview**

**PLANNING**

1. What you want to get out of it? – jot down some ideas
2. Who are you aiming at? – jot down how this will affect your task

**REVIEWING QUESTIONS**

1. Are the questions actually asking what you think they are? Get someone who would fit into your audience to check
2. Are the questions potentially offensive? Review your ethics aspect
3. Have you begun with some closed non-threatening questions to break the ice?
4. Have you got your most challenging or detailed questions next?
5. Have you finished with some easier questions? Or is it too long? (People get bored/tired)?
6. Have you included appropriate introductory material so people know what it’s about (don’t start with I’m a Year 12 student doing Research Project: it scares everyone off!)

**FORMATTING**

1. Have you made it really easy to access and use?
2. Have you make it look attractive and professional as well as easy to read?

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