

Name:







Grade:

Date:

Writing a Questionnaire








Follow the steps to write an organized and coherent questionnaire.

1. What is the purpose of your questionnaire?

-  To evaluate
-  To know people's opinion on a certain subject
-  To obtain ideas or inspiration
-  To research information and collect data
-  To learn about people's satisfaction with a certain product, campaign, service or other
-  Other: _____

2. Describe your audience. Who is your questionnaire meant for?

3. How will you apply the questionnaire?

-  In person
-  By email
-  Video-conference
-  By phone
-  The other person will physically write down their answers on a printed format
-  Online platform designed for this purpose (SurveyMonkey, Google Form or other)
-  Other: _____

4. Write all the questions you have in the space below. Proof-read your questions and make sure they follow these criteria:

- They are well written and coherent
- They follow a logical sequence by topic, subject, timeline, difficulty or logical connection
- They fulfill your purpose
- Your audience has enough information or expertise to answer them
- They can be answered in the way you planned to apply the questionnaire

