**FP Math Mini-Project: Project Week Survey**

Introduction

Goals/objectives:

Design methodology

Determine feasibility

Develop instruments

Select sample

Conduct pilot test

Revise instruments

Conduct research

Analyze data

Prepare report

Short

Useful

Know how every question will be analyzed and be prepared to handle missing data.

Make the envelope unique. We all know how important first impressions are. The same holds true for questionnaires.

Give your questionnaire a title that is short and meaningful to the respondent. A questionnaire with a title is generally perceived to be more credible than one without.

Use simple and direct language.

Place the most important items in the first half of the questionnaire. Respondents often send back partially completed questionnaires. By putting the most important items near the beginning, the partially completed questionnaires will still contain important information.

Hold the respondent's interest. We want the respondent to complete our questionnaire. One way to keep a questionnaire interesting is to provide variety in the type of items used. Varying the questioning format will also prevent respondents from falling into "response sets".

Multiple choice items are the most popular type of survey questions because they are generally the easiest for a respondent to answer and the easiest to analyze. Asking a question that does not accommodate all possible responses can confuse and frustrate the respondent.

Has mutually exclusive options. A good question leaves no ambiguity in the mind of the respondent. There should be only one correct or appropriate choice for the respondent to make.

Produces variability of responses. If the answer is obvious, it’s meaningless.

Follows comfortably from the previous question. Writing a questionnaire is similar to writing anything else. Transitions between questions should be smooth. Grouping questions that are similar will make the questionnaire easier to complete, and the respondent will feel more comfortable.

Anonymous questionnaires that contain no identifying information are more likely to produce honest responses than those identifying the respondent.

Many researchers have studied prenotification letters to determine if they increase response rate. A meta-analysis of these studies revealed an aggregate increase in response rate of 7.7 percent. Prenotification letters might help to establish the legitimacy of a survey, thereby contributing to a respondent's trust. Another possibility is that a prenotification letter builds expectation and reduces the possibility that a potential respondent might disregard the survey when it arrives.

1. Briefly describe why the study is being done and identify the sponsors. This is impressive and lends credibility to the study.

2. Explain why the person receiving the pre-letter was chosen to receive the questionnaire.

3. Justify why the respondent should complete the questionnaire. The justification must be something that will benefit the respondent. For most people, altruism is not sufficient justification. If an incentive will be included with the questionnaire, mention the inclusion of a free gift without specifically telling what it will be.

4. Explain how the results will be used.

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| When sending an email invitation, it is very important that you check the email content for it's spam rating. Most people have spam filters installed on their computers, and poorly written invitations will never be seen by the intended recipient. There are many free online spam checkers (type *"check email spam rating"* into one of the search engines).  The general components of a cover letter or email invitation are:  1. Describe why the study is being done (briefly) and identify the sponsors.  2. Mention the incentive. (A good incentive is a copy of the results).  3. Mention inclusion of a stamped, self-addressed return envelope (written surveys).  4. Encourage prompt response without using deadlines.  5. Briefly describe your "confidentiality/anonymity" policy.  6. Give the name and phone number and/or email address of someone they can contact with questions. |

One of the most powerful tool for increasing response is to use follow-ups or reminders. Traditionally, between 10 and 60 percent of those sent questionnaires respond without follow-up reminders. These rates are too low to yield confident results, so the need to follow up on nonrespondents is clear.

Set a deadline.

tems on a questionnaire should be grouped into logically coherent sections. Grouping questions that are similar will make the questionnaire easier to complete, and the respondent will feel more comfortable. Questions that use the same response formats, or those that cover a specific topic, should appear together.

Conclusion

Population: all DP1 and FP students attending 2018 Project Week

sampling plan

questionnaire

collecting answers

analysis

list of report

justification

limitation

中国文化

Uwc文化

个人的成长

Communication

Do you care about the food, hotels, etc.

Siyuan的成长

What are those done well and how to improve