Question Booklet Alpha Code



Question	Booklet SI. No.

A

Total Number of Questions: 100 Time: 90 Minutes

Maximum Marks: 100

INSTRUCTIONS TO CANDIDATES

- 1. The Question Paper will be given in the form of a Question Booklet. There will be four versions of Question Booklets with Question Booklet Alpha Code viz. **A, B, C** & **D**.
- 2. The Question Booklet Alpha Code will be printed on the top left margin of the facing sheet of the Question Booklet.
- 3. The Question Booklet Alpha Code allotted to you will be noted in your seating position in the Examination Hall.
- 4. If you get a Question Booklet where the alpha code does not match to the allotted alpha code in the seating position, please draw the attention of the Invigilator IMMEDIATELY.
- 5. The Question Booklet Serial Number is printed on the top right margin of the facing sheet. If your Question Booklet is un-numbered, please get it replaced by new Question Booklet with same alpha code.
- 6. The Question Booklet will be sealed at the middle of the right margin. Candidate should not open the Question Booklet, until the indication is given to start answering.
- 7. Immediately after the commencement of the examination, the candidate should check that the Question Booklet supplied to him/her contains all the 100 questions in serial order. The Question Booklet does not have unprinted or torn or missing pages and if so he/she should bring it to the notice of the Invigilator and get it replaced by a complete booklet with same alpha code. This is most important.
- 8. A blank sheet of paper is attached to the Question Booklet. This may be used for rough work.
- 9. Please read carefully all the instructions on the reverse of the Answer Sheet before marking your answers.
- 10. Each question is provided with four choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and darken the bubble corresponding to the question number using Blue or Black Ball Point Pen in the OMR Answer Sheet.
- 11. Each correct answer carries 1 mark and for each wrong answer 1/3 mark will be deducted. No negative mark for unattended questions.
- 12. No candidate will be allowed to leave the examination hall till the end of the session and without handing over his/her Answer Sheet to the Invigilator. Candidates should ensure that the Invigilator has verified all the entries in the Register Number Coding Sheet and that the Invigilator has affixed his/her signature in the space provided.
- 13. Strict compliance of instructions is essential. Any malpractice or attempt to commit any kind of malpractice in the Examination will result in the disqualification of the candidate.

A -2-

1.	Which part doesn't be i. Working edge ii. Blade iii. Battens iv. Ebony	elong to T square ?		
	A) i and ii	B) ii and iii	C) i and iii	D) iii and iv
2.	Small bow compass (A) 30 mm	can draw circles less B) 25 mm	than radius C) 35 mm	s. D) 40 mm
3.	Which of the following A) HB	g is hardest pencil ? B) 9H	C) 7B	D) 3H
4.	What is the ratio of left i. 1:1.414 ii. $\sqrt{2}$:1 iii. 1: $\sqrt{2}$ iv. 1:1.5 A) i and ii		wing sheet ? C) i and iii	D) i and iv
5.	What is the inclination A) 15° towards right C) 15° towards left	n of letters recommen	ded by BIS ? B) 75° from horizont D) 75° from vertical	tal
6.	Which of the following	g line projecting from	the feature and exten	ding beyond the
	dimension line? A) Extension line	B) Dimension line	C) Leader line	D) Out line
	Which of the following i. 10:1 ii. 10:2 iii. 1:2 iv. 1:5 A) i and ii	g are reducing scale ? B) ii and iii	C) iii and iv	D) i and iv
8.	Which one of the follothe number of sides	?		
	A) $(2 \times n - 4) \times \text{right}$ C) $(3 \times n - 5) \times \text{right}$	-	B) $(3 \times n - 4) \times right$ D) $(4 \times n - 5) \times right$	•
	O_{j} (3 × 11 – 3) × Hight	angie	U_{j} (4 × H = 5) × HgH	ı arıyı c

9. The conic section at which section plane is inclined to the axis and is one of the generators of the cone, the section is called					s parallel to	
	A) Parabola	B) Ellipse	C)	Hyperbola	D)	Involute
10.	In orthographic project	ction, the projectors a	re _	to the pla	ane	of projection.
	A) Inclined	B) Parallel	C)	Perpendicular	D)	Vertical
11.	In which type of surve	ey, the shape of the ea	arth	is taken into acco	unt	?
	A) Plane survey		B)	Geodetic survey		
	C) Geological survey	,	D)	None of these		
12.	The process of fixing	intermediate points o	n a	survey line is calle	ed	
	A) Offsetting	B) Extending	C)	Ranging	D)	Aligning
13.	The direction of a line	e relative to a given m	erid	ian is called		
	A) Bearing	B) Angle	C)	Dip	D)	Declination
14.	The process of putting a certain direction on					
	A) Fixing	B) Centering	C)	Levelling	D)	Orientation
15.	Which line is normal t	to the level line at a po	oint	?		
	A) Horizontal line		B)	Vertical line		
	C) Datum line		D)	None of these		
16.	What is the inclination	n of the needle with th	e h	orizontal in prisma	tic c	compass ?
	A) Dip		B)	Declination		
	C) Local attraction		D)	Variation		
17.	Which levelling is ado two points as across		sibl	e to set up the leve	l mi	d way between
	A) Simple levelling		B)	Differential levelling	ng	
	C) Profile levelling		D)	Reciprocal levelling	ng	

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18.	•	chhajja A was taken as staff on bench mark /hat is reduced level o	A is	2.760 m and rea		,
	A) 70.955 m	B) 76.475 m	C)	79.345 m	D)	73.825 m
19.	In which method of co	ontouring, spot levels a	are '	taken along a serie	es of	f lines laid over
	A) Direct method		B)	Indirect method		
	C) Radiation method		D)	Intersection meth	od	
20.	A reliable instrument	used for setting out a	gra	de contour is		
	A) Box sextant		B)	Pentagraph		
	C) Ceylon ghat trace	r	D)	Substane bar		
21.	What is the process of through 180°?	f turning the telescope	in v	vertical plane abou	t its	horizontal axis
	A) Transiting	B) Swinging	C)	Centering	D)	Inverting
22.	Which angle is meas	ured clockwise from th	ne p	revious line to the	foll	owing line?
	A) Deflection angle		B)	Direct angle		
	C) Interior angle		D)	Bearing angle		
23.	Value of contour inter	rval adopted for town	plar	nning schemes, re	serv	oirs etc.
	A) 3 to 5 m	B) 2 to 3 m	C)	0.5 to 2 m	D)	0.2 to 0.5 m
24.	Which is the carrier for	or distance measurem	ent	in almost all total	stat	ions ?
	A) Radio waves	B) Infrared rays	C)	X-rays	D)	Gamma rays
25.	What least angle cap	able of measuring wit	h be	est quality total sta	tion	?
	A) 2 sec	B) 3 sec	C)	5 sec	D)	6 sec
26.	What is the maximum A) 5	n safe bearing capacit B) 10	-	black cotton soil i 15	n dr D)	•

A -5-

27.	What is the name of t	ool used for setting a	ngle	in brick masonry	?
	A) Bevel		B)	Plumb rule	
	C) Masons square		D)	1-meter 4-fold rul	le
28.	Which plaster materia	al used in X-ray rooms	s to	protect the persor	ns working?
	A) Acoustic plaster		B)	Asbestos cement	t plaster
	C) Barium plaster		D)	Granite silicon pla	aster
29.	The cracks occur in a direction of medullary		the	y extend from pith	to sapwood in the
	A) Star shakes		B)	Radial shakes	
	C) Cup shakes		D)	Heart shakes	
30.	What is the name of tused for architectural		nis	n, unglazed vitrifie	d ceramic material
	A) Porcelain		B)	Terracotta	
	C) Earthenware		D)	Stoneware	
31.	The commonly used	retarders are			
	A) Plaster of Paris		B)	Gypsum	
	C) Ammonium chlorid	de	D)	All of these	
32.	What is the maximum	n span for double joist	floo	or ?	
	A) 3.6 m	B) 5 m	C)	6 m	D) 7.5 m
33.	What is the name of t		cal	joints separating t	he bricks in either
	A) Perpends		B)	Lap	
	C) Bed		D)	Bed joint	
34.	What is the mass of 6	6 mm dia. of steel bar	?		
	A) 0.222 kg		B)	0.302 kg	
	C) 0.395 kg		D)	0.888 kg	

35.	What is the slope usually given on RCC flat roof?					
	A) 1 in 15	B)	1 in 20			
	C) 1 in 60	D)	1 in 130			
36.	What is the name of the test to determine t stones?	he (durability or weathering quality of			
	A) Impact test	B)	Smith's test			
	C) Crushing test	D)	Crystallization test			
37.	Which class of brick is used for unimportar	nt si	tuation and for internal walls?			
	A) 1 st Class brick	B)	2 nd Class brick			
	C) 3 rd Class brick	D)	4 th Class brick			
38.	What is the name suitable for cold weather	ing	concrete ?			
	A) Hydrophobic cement	B)	Modified portland cement			
	C) Extra rapid hardening cement	D)	High alumina cement			
39.	Name the sand which passes through a s used for masonry work.	ieve	with clear opening of 3.17 mm and			
39.			with clear opening of 3.17 mm and Coarse sand			
39.	used for masonry work.	B)				
	used for masonry work. A) Fine sand	B)	Coarse sand			
	used for masonry work. A) Fine sand C) Gravelly sand	B) D)	Coarse sand			
40.	used for masonry work. A) Fine sand C) Gravelly sand What is the weight of steel in kg/m ² ?	B) D)	Coarse sand Mountain sand 11360 D) 8590			
40.	used for masonry work. A) Fine sand C) Gravelly sand What is the weight of steel in kg/m ² ? A) 7200 B) 7850	B) D) C)	Coarse sand Mountain sand 11360 D) 8590			
40.	used for masonry work. A) Fine sand C) Gravelly sand What is the weight of steel in kg/m ² ? A) 7200 B) 7850 What will happen when vertical and incline	B) D) C) d su	Coarse sand Mountain sand 11360 D) 8590 urface are too thickness painted?			
40. 41.	used for masonry work. A) Fine sand C) Gravelly sand What is the weight of steel in kg/m²? A) 7200 B) 7850 What will happen when vertical and incline A) Sagging	B) D) C) d su B) D)	Coarse sand Mountain sand 11360 D) 8590 Inface are too thickness painted? Blistering Bloom ect the building against termites is a			
40. 41.	used for masonry work. A) Fine sand C) Gravelly sand What is the weight of steel in kg/m²? A) 7200 B) 7850 What will happen when vertical and incline A) Sagging C) Flaking What is the name of the treatment that to	B) D) d su B) D) proti	Coarse sand Mountain sand 11360 D) 8590 Inface are too thickness painted? Blistering Bloom ect the building against termites is a			

A -7-

43.	Slate is an example o	f			
	A) Sedimentary rock		B)	Metamorphic rock	<
	C) Igneous rock		D)	Argillaceous rock	
44.	What is the name of cl domes etc. ?	ass lime which can be	us(ed for structural wo	ork such as arches,
	A) Class a		B)	Class B	
	C) Class c		D)	Class d	
45.	What is the yield strer	ngth of HYSD bars?			
	A) 250 N/mm ²		B)	140 N/mm ²	
	C) 415 N/mm ²		D)	230 N/mm ²	
46.	The decrease or loss i and tear is called	n the value of property	/ du	e to structural dete	rioration use, wear
	A) Annuity		B)	Capital cost	
	C) Rateable value		D)	Depreciation	
47.	What is the measuren	nent unit for the corni	ce v	works in estimatior	ı ?
	A) Meter		B)	Square meter	
	C) Cubic meter		D)	Cubic feet	
48.	The estimate prepare than 5 percentage is of	•	ınct	ioned estimate is e	exceeding by more
	A) Supplementary es	timate	B)	Revised estimate	
	C) Extension estimate	е	D)	Plinth area estima	ate
49.	Printed list of rates of department	various items of work	c ma	aintained by the er	ngineering
	A) Schedule of rates		B)	Govt. rate book	
	C) Market rate		D)	Analysis of rate	
50.	Annual periodic paym	ent for repayment of	сар	ital amount investe	ed by a party
	A) Capital cost	B) Annuity	C)	Depreciation	D) Outgoings

A -8-

51.	Plastering area taken A) Length × breadth C) Section area × he	× height	,	Perimeter Perimeter × heigh	nt	
52.	Forest Conservation A) 1992	Act was passed in the	•	ar 1972	D)	2000
53.	IS Code used for fire A) IS 1641 – 1960 C) IS 456	,	В)	IS 291 – 1900 IS 1984	-,	
54.	Plan approved and sa A) Key plan C) Approved plan	anctioned by the comp	B)	ent authority Site plan Sanctioned plan		
55.	Permissible F.A.R. fo A) 2 (Two) C) 2.8 (Two.Eight)	r the commercial build	B)	2.5 (Two.Five) 3.2 (Three.Two)		
56.		ablishment cost			lesig	gning, planning,
57.		items of work giving th lumns are left blank is ate	ca B)	•		s and unit rates
58.	Diameter of mild stee A) mm	el bars is expressed in B) cm		cm ²	D)	$\phi \times mm$

59.	Unit of payment for bo A) Per dia C) Per cm	oring holes in iron	•	Per number Per quintal	
60.	Which one is not inclu	uded in job overhead	?		
	A) Establishment		B)	Losses on advan	ces
	C) Amenities of labou	ır	D)	Workmans compo	ensation
61.	Importance of orienta	tion of building			
	A) Outdoor projection	ı	B)	Indoor modification	on
	C) Aesthetic		D)	Reduction of ene	rgy bills
62.	62. Maximum covered area for an industrial building				
	A) 40% of site area		B)	50% of site area	
	C) 60% of site area		D)	70% of site area	
63.	Carpet Area				
	A) Total plot area – c	irculation area	B)	Total circulation a	area – floor area
	C) Total floor area -	circulation area	D)	Total area of floor	r – wall area
64.	Nominal size bricks n	eeded for 1m ³ of bric	k w	ork	
	A) 500	B) 1000	C)	650	D) 450
65.	Process of determining	ng the value of the pro	per	ty or the fair price	of property
	A) Valuation		B)	Fixation	
	C) Estimation		D)	Taxation	
66.	In which irrigation met	hod, water is supplied	to I	lower level by the a	action of gravity?
	A) Flow	B) Lift	C)	Sprinkler	D) Sub-surface
67.	What is the relation b	etween Duty (D), Delt	a (/	\and Base period	d (B) ?
	A) $\Delta = (86.4B/D)$			$\Delta = (864B/D)$	
	C) $\Delta = (8.64 \text{B/D})$		D)	$\Delta = (8640 \text{B/D})$	

68.	68. What is the first watering before sowing the crop?				
	A) Kor watering	B) Paleo	C) Delta	D) Duty	
69.	Which is called as sa	fety valve of a dam?			
	A) Drainage gallery		B) Inspection g	allery	
	C) Spill way		D) Outlet sluice	es	
70.	What is the classifica	tion of dam based on	use ?		
	A) Detention	B) Gravity	C) Rigid	D) Buttress	
71.	When does hydrogra	ph called as unit hydr	ograph ?		
	A) 1 cm of runoff from	m rainfall	B) 3 cm of runo	off from rainfall	
	C) 1 mm of runoff fro	om rainfall	D) 3 mm of run	off from rainfall	
72.	Which is the main fur	nction of diversion hea	ad work of a cana	al ?	
	A) To remove silt		B) To control fl	oods	
	C) To store water		D) To raise wa	ter level	
73.	Which is the main fac	ctor for selection of sit	te for a reservoir	?	
	A) Maximum runoff		B) Maximum p	ercolation	
	C) Wide opening		D) Minimum ru	noff	
74.	What is the name of	the structure placed in	n river to increas	e the depth of water ?	
	A) Barrage	B) Weir	C) Notch	D) Crest	
75.	Which element of hydromed in the penstor		nt reduce the wat	er hammer pressure	
	A) Valves	B) Surge tank	C) Turbines	D) Draft tubes	
76.	Which canal is also k	nown as ridge canal	?		
	A) Contour	B) Watershed	C) Side slope	D) Main	

A -11-

77.	What is also known a	s canal fall ?				
	A) Canal syphon		B)	Canal drop		
	C) Super passage		D)	Aqueduct		
78.	Which cross drainage	work is constructed	to ca	arry canal below d	rainage ?	
	A) Aqueduct		B)	Super passage		
	C) Level crossing		D)	Inlet		
79.	9. Which of the following is the cause of the property that allows liquid to resist a external force?					
	A) Elasticity		B)	Compressibility		
	C) Viscosity		D)	Surface tension		
80.	Barometer is used to	measure				
	A) Pressure in pipes, channel etc.					
	B) Atmospheric pressure					
	C) Very low pressure	,				
	D) Difference of pres	sure between two poi	ints			
81.	Which of the following	g statements is/are co	orrec	t about units ?		
	i. Time is a fundame	ental unit.				
	ii. In FPS system of	units, unit of length is	Foc	ot.		
	iii. Area is a derived	unit.				
	A) Only (i and ii)		B)	Only (i and iii)		
	C) All of the above (i,	ii and iii)	D)	Only (ii and iii)		
82.	2 kilograms is equal t	o poun	ıds.			
	A) 4.41	B) 4.14	C)	5.004	D) 4.61	
83.	What is the base of a	a triangle having an a	rea (of 50 cm ² and hei	ght 100 mm ?	
	A) 10 mm	B) 10 cm	C)	5 cm	D) 15 mm	

A -12-

84.	A wire bend in the form of a circle of radius 35 cm was reshaped to a square. Then what is the length of one side of that square?						
	A) 45 cm	B) 55 cm		35 cm	D)	65 cm	
85.	How many litres of wa width = 0.5 metre and			ater tank having le	ngth	n = 1 metre,	
	A) 100	B) 200	C)	300	D)	400	
86.	How many spherical I radius ?	balls of radius 1 cm c	an b	oe made from a sp	here	e of 15 cm	
	A) 3375	B) 3475	C)	3575	D)	3275	
87.	7. Which of the following statements is/are correct about energy?i. Energy of a body is its capacity to do work.ii. Unit of energy is same as the unit of work.						
	iii. Energy of one forrA) Only (i)	in danillot be transferi		Only (i and ii)	, ti 101	TOITI.	
	C) All of the above (i,	ii and iii)	Í	Only (ii and iii)			
88.	When an external for shape. This deformat		l, the	ere is a change in	its (dimension and	
	A) Young's modulus		B)	Modulus of rigidit	У		
	C) Stress		D)	Strain			
89.	Which of the following i. Limiting friction is	g statements is/are co		et about friction ?			
	ii. Rolling friction is e	equal to sliding friction	١.				
	iii. Rolling friction is a	always less than limiti	ng f	riction.			
	A) Only (i)		B)	Only (ii)			
	C) Only (iii) D) All of the above (i, ii and iii)						

90.		The rate of change of displacement of a body in motion in a given direction is called						
	A)	Velocity	B) Acceleration	C)	Deceleration	D)	Momentum	
91.	What is mechanical advantage of a simple machine?							
	A)	Effort Load		B)	Load Effort			
	C)	Distance moved by	y the load y the effort	D)	Distance moved Distance moved			
92.	The	The positive bending moment in a beam is often called moment.						
	A)	Polar	B) Hogging	C)	Sagging	D)	None of these	
93.	i. ii. iii.	 Which of the following statements is/are correct about explode command? i. Breaks a compound object into its component objects. ii. When you start explode command, AutoCAD prompt you to select one or more complex objects. iii. If objects can't be exploded, AutoCAD displays how many objects could not be exploded at command line. A) Only (ii and iii) B) Only (i and ii) C) Only (i and iii) D) All of the above (i, ii and iii) 						
94.	Which among the following command is used to create a region or a polyline from an enclosed area ?							
	A)	BLOCK		B)	HATCH			
	C)	BOUNDARY		D)	BSAVE			
95.	Which of the following statements is/are correct about snap mode?							
	i. Restricts cursor movement to specified grid intervals.							
	ii. Tracks the cursor to increments along polar alignment paths.							
	iii. Snap mode is toggled using the F7 Key.							
	A)	Only (i and ii)		B)	Only (i and iii)			
	C)	Only (iii)		D)	All of the above (i	i, ii a	and iii)	

96.	Which of the following tool is used to connect two objects with an arc with a specified radius?					
	A) Scale	B) Fillet				
	,	,				
	C) Array	D) Rotate				
97.	7. Which of the following statements is/are correct about ortho mode?					
	i. If ortho mode is enabled, you will only be allowed to draw lines along the UCS					
	axis.					
	ii. If ortho mode is enabled, you will be able to draw lines at any angle.iii. To toggle ortho mode on and off, press the F8 key.					
	A) Only (i and ii)	B) Only (iii)				
	C) Only (i and iii)	D) All of the above (i, ii and iii)				
98.	. In AutoCAD, the keyboard shortcut Ctrl + 1 is used to					
	A) Print the sheet					
	B) Show drawing area only					
	C) Show properties palette					
	D) Open Quick Calculator					
99.	Which of the following command is used to add or edit plotter configuration?					
	A) PLOTTER	B) PLOTSTYLE				
	C) PLOTTERMANAGER	D) PLOT				
100.	Which of the following in AutoCAD displays the cursor location, drawing tools and					
	ools that affect your drawing environment ?					
	A) File Menu	B) Status Bar				
	C) Application Menu	D) Ribbon Panel				

Space for Rough Work

A -16-



TYPES OF QUESTIONING AND INTERVIEWING TECHINIQUES

1. The open-ended question

This is a question that does not limit the scope of the answer. The witness will usually give a narrative answer. When taking a statement it is best to start with these types of questions.

Examples

Q: 'What happened after he struck you?'

Q: 'Why did you leave your home?'

Q: 'Where did you go after you ran away?'

Q: 'How did you cope living on the streets?'

This type of question is particularly useful when you want the witness to tell the story or part of it in his or her own words. It helps to move the story along. It can, however, allow the witness too much scope for 'rambling' off the point and overuse of open questions risks a loss of control.

2. The specific-closed question

This is a question which limits the scope of the answer. It is particularly useful when you are seeking to elicit a particular piece of information or detail from a witness. It allows much greater control of the witness than an open question.

Examples

Q: 'What time was it when he hit you?'

Q: 'How far away were you at that point?'

Q: 'In which hand was he holding the gun?'

3. Leading questions

A leading question is one that suggests or tends to suggest its own answer. It often assumes a fact that has not yet been established. It sometimes calls for a 'yes' or 'no' response. Leading questions should not be used when interviewing children.

Examples

'Did you cry when he hit you'

'Did you see the knife in his hand?'

'Was she standing three feet away from you?'

A non-leading question in the same circumstances would have been:

'How did you react when he hit you?'

'What did you see?'

'How far away was she?'

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4. Non-leading questions

How then do you formulate your questions so as to avoid asking your witness a leading question?

There are two basic methods you can use:

a) Start your questions neutrally with one of the following interrogatives:

Who...? When...? What...? How...? Why...?

Or with a neutral invitation:

Tell

Describe

Explain

These will enable you to elicit the answer from the witness. Generally avoid asking questions which start with the words 'Did you. . . ?', 'Were you. . . ?', or 'Was it . . . ?'—these will normally contain suggestion(s) and tend to lead!

b) Another basic way is to think of the answer you wish your witness to give and then omit any reference to the answer when framing the question. The question should come quite naturally.

Example

Answer required: 'Sunday'. Q: 'What day was it?'

NOT: 'Was it a Sunday?' (a leading question)

In summary

Wasn't it?

Leading questions Non-leading questions

(avoid using when taking a child statement) (use these questions when taking a statement)

Explain

You said...? Who?
You saw...? What?
You did...? Why?
You were...? When?
It was...? Where?
Did you? How?

Didn't you? Tell/Describe
Were you? Explain
Weren't you? Explain
Was it? Explain

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5. Forced-choice questions

This and the following are further types of question that should be avoided if at all possible and only be used as a last resort.

This type of question can also be termed a selection question: it gives witnesses only a small number of alternatives from which they must choose and which may, in fact, not include the correct option (e.g. "would you like tea or coffee?"). The result of asking this type of question is that witnesses may guess the answer by selecting one of the options given. People may also answer in the affirmative, and the interviewer must then either assume to which part of the question this reply corresponds (which may be an incorrect assumption) or rephrase the question.

Some vulnerable witnesses may only be able to respond to forced-choice questions that contain two alternatives. Such interviews are likely to require extensive planning, especially regarding the questions to be asked.

If forced-choice questions are to be used, it is particularly important to remind the witness that "don't know" or "don't understand" or "don't remember" responses are welcome and that the interviewer does not know what happened. If a witness replies "I don't know" to an "either/or" question (e.g. "was the car large or small?"), interviewers should try to avoid then offering a compromise "yes/no" question (e.g. "If it wasn't large or small, would you say it was medium size?") that the witness may merely acquiesce to.

6. Multiple questions

A multiple question is one that asks about several things at once. For example: "Did you see him? Where was he? What was he wearing?" The main problem with this type of question is that people do not know which part of it to answer. The witness has to remember all the sub-questions asked while trying to retrieve the information required to answer each sub-question. Moreover, when a witness responds to such a question, misunderstandings can occur as the interviewer may wrongly assume that the witness is responding to sub-question one, when actually they are responding to sub-question two.

Less obvious examples of this type of question include those questions that refer to multiple concepts, for example "What did they look like?" This question asks the witness to describe two or more people, and thus may not only limit the amount of retrieval per person but also may confuse the interviewer as to who the witness is currently describing. Misunderstandings could therefore occur

7. Combining question techniques

Try and achieve a balance by combining open and closed questions for the maximum effect when taking a statement:

- a) ask open questions to allow the witness to tell his or her story;
- b) ask closed questions to elicit details from the witness or emphasise part of the story;
- c) ask open questions to enable the witness to continue with the next part of the story;
- d) ask closed questions to elicit details, and so on.

This is sometimes referred to as the funnel technique.

Q: 'Describe what he was wearing.'

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NOT: 'Was he wearing blue jeans and a white t-shirt?' Answer required: '(He left) three weeks ago.'

Q: 'When did he leave?'

NOT: 'Did he leave three weeks ago?'

The above illustrations show the advantage of preparing by using short headings or points. Try using a simple form of 'bullet point' preparation such as: 'Setting the scene—Sun/8 pm/wet?'.

8. Summaries

Interviewers should only summarise what the witness has said at the end of each topic if it is appropriate to do so (i.e. if what the witness has said appears somewhat disjointed or it may be open to ambiguous interpretation). Interviewers should not simply summarise as a matter of routine.

Where a summary is appropriate, the words and phrases used by the witness should be used as far as possible.

9. Inconsistencies

Witnesses can on occasion provide misleading accounts of events; these are often the result of misunderstandings or misremembering rather than deliberate fabrication. The most common cause of these misunderstandings is the interviewer failing to ask appropriate types of question or reaching a premature conclusion that the interviewer then presses the witness to confirm.

Where there are significant inconsistencies in the witness's account. Interviewers should explore them after they have probed their basic account. Witnesses should only be challenged directly over an inconsistency in exceptional circumstances and even then only when it is essential to do so. Rather, such inconsistencies should be presented in the context of puzzlement by the interviewer and the need to be quite clear what the witness has said. On no account should the interviewer voice their suspicions to the witness or label a witness as a liar: there may be a perfectly innocuous explanation for any inconsistency.