

## Toolbox for students

### Tool 6: Carrying out interviews and surveys

You can gather information about a topic when you question people about their knowledge of the subject or when you ask them for their opinion.

You can ask:

- specialists – if you want to find something specific about a subject;

or

- people who don't have any special expertise in the subject but you are interested in knowing what they think about your topic.

Interviews or surveys are best done together in a small group. That way you can help one another with the questions and with recording the answers.

Go through the following points on the checklist:

- Write down a short answer to every question.
- Mark the questions to which you don't have an answer.
- Discuss any open questions with your class.

#### Steps to take

##### 1. The goal

- What is our topic? What do we want to know?
- What should the final product look like?

##### 2. Preparation

- Who should be interviewed? How many people? Does age or gender play a role?
- How do we choose the right people?
- When should the interview/survey take place?
- How should it take place?
- Who has to be informed or who do we have to get permission from?
- How will the answers be recorded (recorded on tape, notes, questionnaires)?

##### 3. The questions

- What questions shall we ask?
- How many questions can we ask? How much time do we have?
- Put the questions together to form a survey.

##### 4. Conducting the survey/interview

- How do we begin with the questions?
- Who plays what role in the group (asking questions, noting down answers, starting and stopping the tape recorder)?
- How do we end the interview?

### **5. Evaluation**

- If you interviewed a specialist, think about the most important things he or she said and highlight them.
- If you asked several people about the same topic and would like to know how many people gave similar answers, then sort the answers accordingly.

### **6. The presentation**

Decide whether the presentation will be for:

- sharing in class; or
- writing a newspaper article; or
- creating a poster; or
- something else.