

Otto-Friedrich-Universität Bamberg

Lehrstuhl für Englische Sprachwissenschaft

S: Methods and Theories

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## Designing questionnaires with LimeSurvey

### I. Hints on what to consider when creating a questionnaire

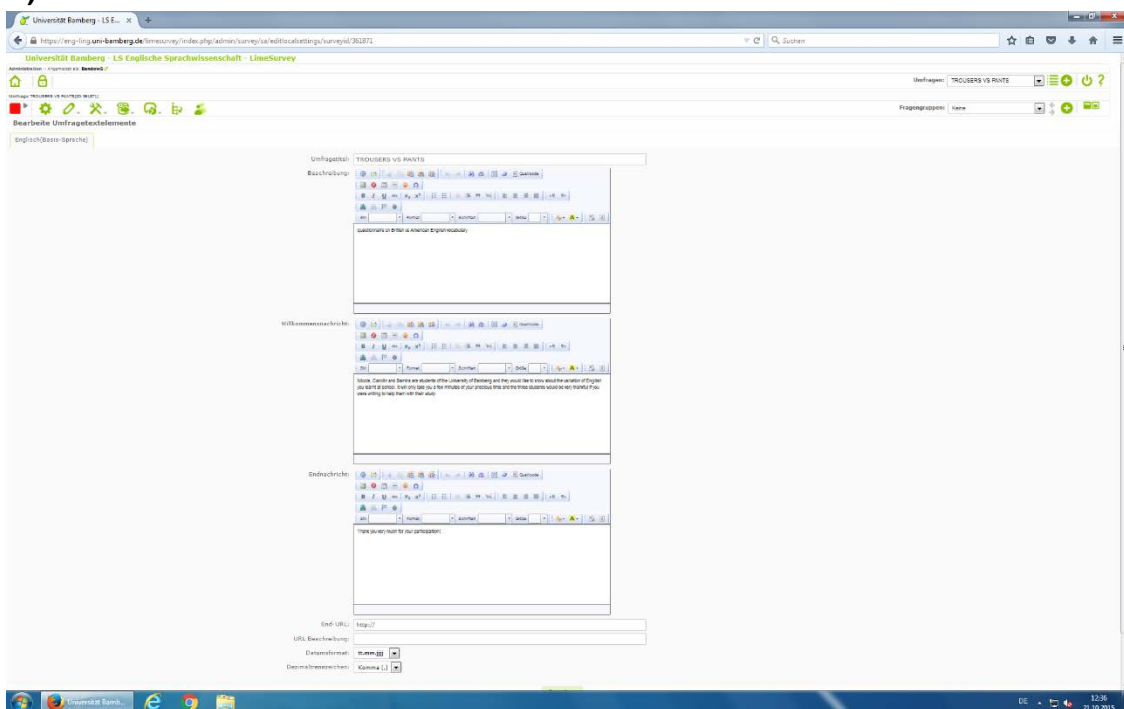
1. Introduction: provide vital information i.e. who you are and why you are doing a survey
2. Provide a note on privacy
3. A questionnaire should be created according to the KISS principle  
→ **Keep It Short and Simple**

The length of the questionnaire already tells people in advance how long it will take them to answer. Usually people are not willing to answer a 10 page questionnaire!

Important: the questionnaire should not be too short, however, because the reliability will then decrease

4. Do not use negative statements, as this may lead to confusion
5. Try to avoid the word `and` because maybe only one part applies to the participant and then he/she will not know what to pick
6. Try to avoid conditional sentences as the person might not be able to identify with the statement (example: if I were a woman → if the person was a man he cannot relate to the question)
7. Avoid items with intensity or frequency indications

### II. How to create a questionnaire with Lime Survey with the help of screenshots a)



b)

The screenshot shows the LimeSurvey administration page for a survey titled "TROUSERS VS PANTS" (ID: 361871) at the University of Bamberg. The page is in German. At the top, there is a navigation bar with the university name and the LimeSurvey logo. Below this, there are several icons for survey management. The main content area displays the survey details:

- Titel:** TROUSERS VS PANTS (ID: 361871)
- URL dieser Umfrage:** Englisch: <https://eng-ling.uni-bamberg.de/limesurvey/index.php/admin/survey/view/surveyid/361871/lang/en>
- Beschreibung:** questionnaire on British vs American English vocabulary
- Willkommenstext:** Nicole, Carolin and Samira are students of the University of Bamberg and they would like to know about the variation of English you learnt at school. It will only take you a few minutes of your precious time and the three students would be very thankful if you were willing to help them with their study.
- Endnachricht:** Thank you very much for your participation!
- Administrator Name:** Samira Bandow (samira-medea.bandow@stud.uni-bamberg.de)
- Start-Datum/-Zeit:** -
- End-Datum/-Zeit:** -
- Vorlage:** UniBaEngling
- Backs-Sprache:** Englisch
- Zusätzliche Sprachen:** -
- End-URL:** -
- Anzahl Fragen/Gruppen:** 0/0
- Umfrage aktiv:** nein

Below the details, there are several warning messages in red:

- Hinweise: Die Umfrage kann noch nicht aktiviert werden.
- [Die müssen Fragegruppen hinzufügen.]
- [Die müssen Fragen hinzufügen.]
- Antworten auf diese Umfrage sind NICHT anonymisiert. Es wird Gruppe für Gruppe angezeigt.
- Teilnehmer können teilweise fertiggestellte Umfrage zwischenspeichern.

The footer of the page shows the LimeSurvey logo and version information: "LimeSurvey Version 3.05+ Build 190310".

c)

The screenshot shows the LimeSurvey administration page for the same survey, but now in the "Gruppe bearbeiten" (Edit Group) mode. The page is in German. At the top, there is a navigation bar with the university name and the LimeSurvey logo. Below this, there are several icons for survey management. The main content area displays the group editing interface:

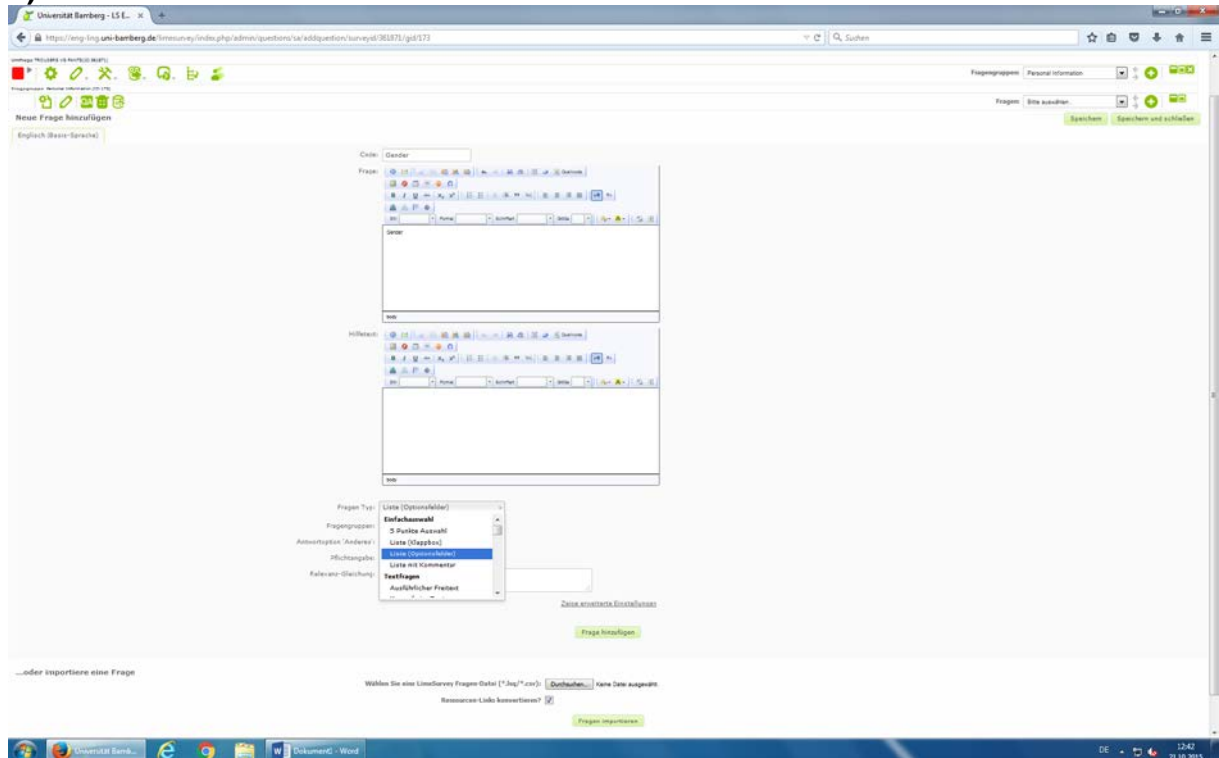
- Titel:** Personal Information
- Beschreibung:** A rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The editor area is currently empty.
- Randomisierungsgruppe:**
- Relevanz-Gleichung:**
- Speichern** (Save) button

The footer of the page shows the LimeSurvey logo and version information: "LimeSurvey Version 3.05+ Build 190310".

d)



e)



f)

The screenshot shows the LimeSurvey administration interface in a web browser. The browser's address bar displays the URL: <https://www.uni-bamberg.de/limesurvey/index.php/admin/questions/sa/answeroptions/surveyid/363871/qid/2843>. The page title is "Universität Bamberg - LS Englische Sprachwissenschaft - LimeSurvey".

The interface includes a navigation bar with a home icon, a lock icon, and the user name "Bandow". Below this, there are several toolbars with icons for editing, deleting, and other actions. The main content area is titled "Bearbeite Antwortoptionen" (Edit Answer Options) and shows a table of response options for the question "Frage Gender (ID:2843)".

| Code | Antwortoption | Aktionen |
|------|---------------|----------|
| A1   | female        |          |
| A2   | male          |          |

Below the table, there are three buttons: "Vorgefertigte Beschriftungssets...", "Schnelles Hinzufügen...", and "Änderungen speichern".

The footer of the page displays the LimeSurvey logo, the version "Version 3.08+ Build 190310", and the text "© 2008-2015 LimeSurvey".