

SURVEYING TIPS & TABULATION METHODS

A. REMEMBER THESE TECHNIQUES WHEN CONDUCTING YOUR SURVEY:

1. If the person you approach to interview answers "No" or "Don't know" to question number one, "Have you ever heard of Lyme disease?" thank the person for his/her willingness to help and move on to someone else. You might approach the person, "Have you ever heard of Lyme disease?" and then ask if you may continue the survey if he or she says "Yes."
2. When sorting completed surveys, they should be separated into two groups before tabulating results. GROUP "A" should contain only surveys on which respondents answered question number 5 with "Tick bite." GROUP "B" should be made up of all surveys on which those questioned answered "Other" or "Don't know." You will have two sets of results to compare this way, one (GROUP "A") which is scientifically valid for questions six through eight, because respondents know how Lyme disease is transmitted; and another group (GROUP "B") of less reliable answers for questions six through eight, due to a lack of knowledge about the transmission of Lyme disease. Combined numbers from GROUP "A" and GROUP "B" may be tabulated later for a complete survey result of all other questions.
3. Do not lead the person being interviewed. This means you should simply read the question as written on the survey, and try not to emphasize one answer over another. Also, remain neutral in expression, so the person being interviewed does not think you are judging his or her answers.
4. Record answers in pencil; your interviewee may change his or mind after initially stating an answer. By using pencil, you can erase changed answers to make it clear which statement the person decided upon.
5. If a person refuses to be interviewed, respect that choice and go on to another potential subject. This is especially important in non-classroom settings. Strangers may feel uncomfortable if you approach them in public or at their homes.
6. If your group assigns you to do surveys on your own, outside a controlled setting, **NEVER GO OUT ALONE.** You should always be accompanied by an adult.

B. TABULATING YOUR RESULTS

1. Use a blank survey to tally how many of each answer you received.

EXAMPLE: ___ Yes IIII
 ___ No II
 ___ Don't Know I

2. Add up tally marks.
3. Calculate percentage of each response for every question. This is done by dividing the number of an individual response by the total number of surveyed persons. For example, in our Tolland Middle School class, a total of 28 people were surveyed.

Answers were calculated as follows:

NUMBER OF RESPONSES ÷ TOTAL NUMBER OF SURVEYS = DECIMAL NUMBER
DECIMAL NUMBER x 100 = % ANSWERING

In our example, seventeen out of twenty-eight respondents were unfamiliar with prevention techniques, so we calculated our response as follows: $17 \div 28 = .607$ Then, $.607 \times 100 = 60.7\%$

You should percentages for each response listed under every question. If seventeen people were not familiar with prevention techniques, that means eleven people did know how to prevent Lyme disease, or 39.2%. ($11 \div 28 = .392$ then $.392 \times 100 = 39.2\%$)

(Over)

Here's another example:

On question number 8, "How do you remove a tick?," students answered as follows:

- 13 Tweezers
- 3 Other
- 2 Fingers
- 1 Petroleum jelly
- 12 Don't Know

We figured our percentages like this:

13 Tweezers = 46.4%	(13 ÷ 28 = .464	then .464 x 100 = 46.4 %)
3 Other = 10.7%	(3 ÷ 28 = .107	then .107 x 100 = 10.7%)
2 Fingers = 7.1%	(2 ÷ 28 = .071	then .071 x 100 = 7.1%)
1 Petroleum jelly = 3.5%	(1 ÷ 28 = .035	then .035 x 100 = 3.5%)
12 Don't Know = 42.8%	(12 ÷ 28 = .428	then .428 x 100 = 42.8%)

This area for tabulation