

SRI VENKATESWARA UNIVERSITY
SKILL DEVELOPMENT COURSES
ARTS STREAM
FIRST YEAR - SECOND SEMESTER
(UNDER CBCS W.E.F. 2020-21)

SURVEY & REPORTING

Total Hours : 30 (2h/w), Credits : 02, Max Marks: 50.

Learning Outcomes:

After successful completion of this course, the student will be able to:

1. Understand the basics of survey and reporting needs and methods
2. Comprehend designing of a questionnaire
3. Conduct a simple and valid survey and Collect data
4. Organize and interpret data and Prepare and submit report.

Syllabus:

- Unit I** Survey: Meaning and Definition –Identifying need for survey - Identifying
08Hrs Sample –Characteristics of Sample - Types of Survey – Survey Methods –
Advantages and Disadvantages of Survey – Essential Steps in Survey – Online
Survey.
- Unit II** Preparing Questionnaire: Types and Parts of Questionnaire – Qualities of good
09Hrs Questionnaire – Precautions inPreparing Questionnaire
Administering/Piloting Questionnaire –Collection of data -Dealing with People –
Maintaining objectivity/neutrality.
- Unit III** Methods of Organizing data – Forms of data presentation - Tables and Figures –
10Hrs Basic Statistical Methods of Analysis of data –Percentages - Mean, Mode and
Median –Simple Ways of showing Results– Tables/Graphs/Diagrams
Report Writing: Forms of Reporting - Parts of a Report - Title page to
Acknowledgements -Characteristics of a Good Report – Style of language to be
used - Explaining Data in the Report – Writing fact-based Conclusions – making
Recommendations – Annexing required material.

Recommended Co-curricular Activities (03 hrs):

1. Invited Lecture/Training by a Local Expert
2. Collection and study of questionnaires
3. Preparation of sample questionnaire and conduct a live sample survey
4. Preparation of a sample Report
5. Assisting a real time field survey and report writing
6. Assignments, Group discussion, Quiz etc.

References:

1. Denscombe M., The Good Research Guide: For Small-Scale Social Research Projects, Open Uni. Press, 1998
2. Sudman S &Bradburn N.M., Asking Questions, 1973
3. Wayne W Daniel, Questionnaire Design, 1979
4. Websites on Survey and Reporting.

Subject Committee Members

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SURVEY & REPORTING
MODEL QUESTION PAPER

Time: 1 ½ Hours

Max. Marks: 50

SECTION-A

Answer any Four Questions, Each Question carries 5 Marks
(4x5=20)

1. Different Types of Surveys
2. Meaning and Definition of Survey
3. Qualities of a good Questionnaire
4. Forms of Report writing
5. What is Pilot survey
6. Qualities of a Good Report
7. Style of Language to be used in Report writing
8. What is Mean, Mode and Median

SECTION-B

Answer any three Questions, Each Question carries 10 Marks
(3x10=30)

1. Discuss the Advantages and Disadvantages of Survey
2. Explain the types and Parts of Questionnaire
3. Write a note on Methods of Data collection
4. Describe the forms of data presentation
5. Explore the Steps in Report writing