



Survey Questions to Use

USE	Description	Example
Mutually exclusive, exhaustive options for close-ended questions	Answer choices should cover all possible options without overlap so the respondent's answer is clear.	Ex: What is your age? <ul style="list-style-type: none"> • Under 18 years old • 19-25 years old • 26-34 years old • 35-44 years old • 45-54 years old • 54 years old or older
Close-ended questions	If there are limited alternatives for a decision, do not ask open-ended questions for what the respondent would like to see. Keeping the responses relevant and closed will eliminate confusion and irrelevant answers.	Ex: Which proposed community center design do you prefer? <ul style="list-style-type: none"> • A • B • No Preference • Neither
Comments after questions	This allows participants to include additional information to supplement close-ended questions.	Ex: Please provide any comments about question 2 below.