

Data Collection Tools

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Abstract

Since the creation of human beings, he began to ask about everything that surrounds him in order to learn and to know about many things around him. Questions are the fastest, clearest, and most effective tool for accessing information. The method of asking questions by the researcher to the respondent or recipient varies according to the subject of the study that you want the researcher to perform, including observation or interview. Or the questionnaire and the goal of these three types of data collection tools is to obtain true information about the phenomenon being studied.

Introduction

Data collection tools are tools of knowledge about the things surrounding the universe, for example, the student searches for information in a book, or through social communication (the Internet), or the mother searches by avoiding her child from contracting a certain disease, or the teacher searches for an easy way or way to explain the lesson. For students, posing a set of questions to students on the stage, or conducting an interview with a football player, these questions asked from the researcher to the respondent are data collection tools, and there are three types that can be identified and we will deal with them in some detail.

1- The observation: It is the intended attention, or directed towards an individual or collective behavior with the intention of following up and monitoring the changes that occur to them so that the researcher or student can describe and analyze the apparent behavior, or describe and evaluate it. In order to monitor the recipient's emotions and reactions toward the research problem, diagnose and organize it and realize all aspects of the relationships, the observation is divided into three:

1-1 Participation observation: It is the actual participation of the researcher, in the case or situation that he wants to observe for the purpose of collecting data on the case, and the researcher is known to the study members or unknown, for example, the researcher's participation in voluntary work.

1-2 Non-participation observation: It is a type of observation, but here the researcher is not participating in the research activities under study, but rather takes the role of the spectator, that is, the role of the observer, known to the study members and observing their behavior towards the study or research.

1-3 Natural Observation: Here the researcher observes the study members, in their

natural environment, that is, the researcher does not depend in any way on the influence of the study members, but rather his task is limited to following up, monitoring and recording their behavior in a smooth and simple way that mimics their environment.

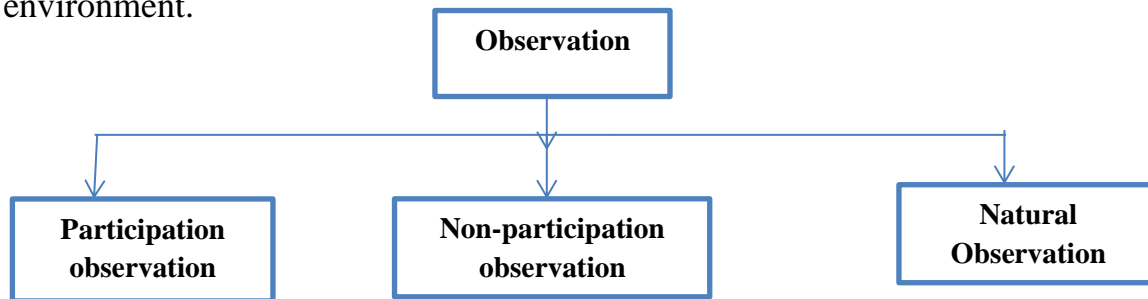


Diagram 1

Describes the first type of data collection/observation instrument

2- **The interview:** It is a verbal communication, meaning a directed conversation that the researcher conducts with the recipient or more than one recipient for the purpose of obtaining information about a specific topic or study, and one of the types of interview is the formal interview or the informal interview.

1-2 **Closed interview - structured:** These are pre-set questions that are used in the event that the questionnaire cannot be used, in the event that the study members cannot read and write (illiterates), such as the elderly and young people.

2-2 **Closed interview - semi-structured:** These are questions set in advance so that (a, b) is included in the formal interview.

2-3 **Informal interview:** These are questions that are not set in advance, but are the result of the event, like the meeting, and are used in research to find out how the study members think about certain topics or events.

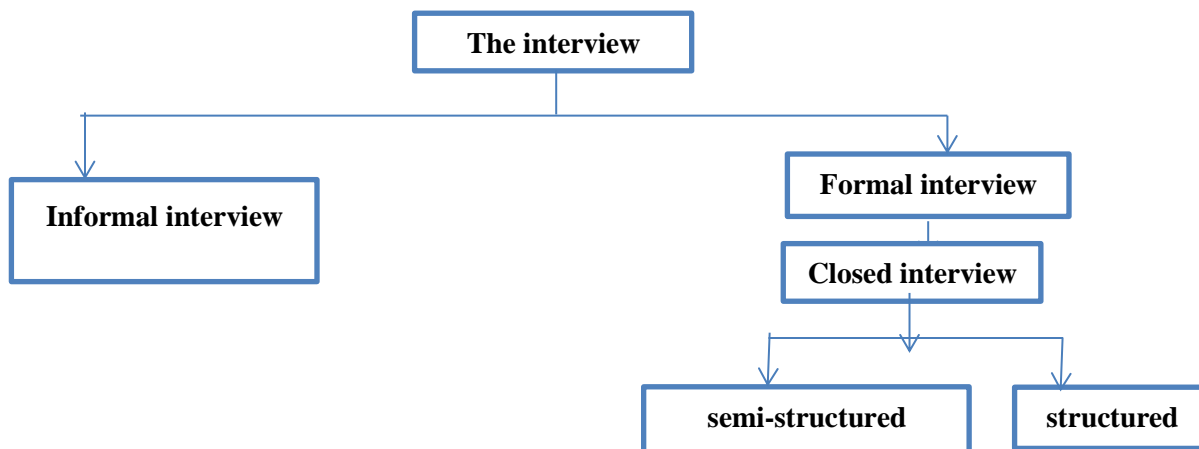


Diagram 2

Explains the second type of data collection/interview tools

3- **The questionnaire;** It is one of the data collection tools, which includes a set of questions or phrases from declarative sentences. The recipients or examinees are asked to answer the questionnaire in a way that the researcher determines according to the purposes of the study. There are methods for distributing questionnaires that can be compared, and Table (1) shows a comparison of methods for distributing questionnaires

Table (1) Comparison of questionnaire distribution methods

Method	Cons of the method	Pros of the method
Deliver the questionnaire directly	Difficulty of access in case of spatial distancing.	- Gain the trust of respondents/face the researcher to the respondent -Save money -Reduce time -Effort reduction - Cover the questionnaire by phenomenon of any particular place
Delivery of the questionnaire by mail	-Needs effort to design a clear questionnaire - There is no demand for such a questionnaire. - Correct and complete addresses must be available for study members - Lack of response	- Indirect contact with the respondent -Reduce cost - Effort reduction - Coverage of the questionnaire for larger, more comprehensive places
Receipt of the questionnaire by computer	- Their percentage is small because it is limited to individuals who have this service available to them	-More quickly -Easy to answer - Cover for large areas
Receipt of the questionnaire by phone	- The names and numbers of respondents must be known - Requires the researcher to be tactful and able to communicate the question or idea of the questionnaire to the respondents	-Lower cost -Less effort -More speed

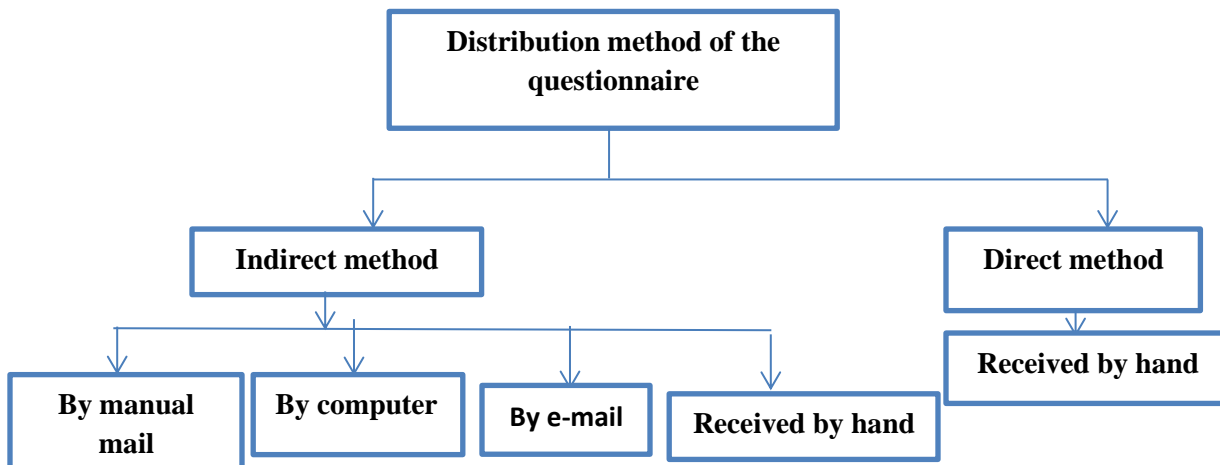


Diagram 2

Describes the third type of data collection/ questionnaire tools

4- Conclusions:

- 1- Data collection methods are used in case the researcher could not obtain the study data.
- 2- The researcher should be familiar with the method of collecting data according to the phenomenon studied.
- 3- There are different types or methods for collecting data, including attention, discussion, and asking questions through the statistical form.
- 4- There are some instructions that must be observed by the researcher looking for data collection by one of these methods, including avoiding asking or inquiring about personal or sensitive matters of the respondent, which leads to embarrassment and thus evasion of questions or not answering correctly that serves the subject of the study.
- 5- The methods of collecting tools by the researcher, especially the method of observation, the researcher is the one who puts answers to his questions in the interview if the research is for example, but not limited to (following up the behavior of people with psychological conditions, or insane, children, etc.) so that no The researcher intervenes in the study sample and is concealed or not.

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