

The purpose of this guideline is to provide an example of how to record data when collecting information by interview.

Interviewee number:

Gender: Male/Female

Do you think you are sun smart? Yes/No

When you go out in the sun how often do you:	All of the time	Most of the time	Some of the time	Rarely or never
Wear a shirt or top that covers your shoulders?				
Wear a shirt or top that covers your arms?				
Wear a collared shirt that protects your neck?				
Wear pants/skirts that cover your knees?				
Wear a hat?				
Wear sunglasses?				

What kind of hat? Legionnaire style Bucket Wide-brimmed Cap Other

Does your hat have a dark colour under the brim? Yes / No / Don't know

What kind of sunglasses? Large or Small Close-fitting or Sit off the face Wraparound Y / N

How to use the sample template:

- If the sample template is suitable for your research, you could use it exactly as it is.

OR

If the sample template does not suit your research, use it to get ideas as to how you could construct your own tool for recording data.
- When conducting the interview, place a tick in the cell that matches the response:

 - If you only have a small number of participants (4 or less) you could use just one copy of the recording sheet (if all participants are either male or female) or two copies if you interview both male and female participants (one for male and one for female participants). Maybe use different coloured pens for each person's response.
 - If you have a larger number of participants you will probably need to make extra copies. Some researchers use one sheet per interviewee.