The purpose of this guideline is to provide examples of how to summarise data collected by interview.

Two examples are provided:

- One is to summarise the number of participants who engage in a behaviour
  - all or most of the time

  OR

  - some of the time, rarely or never

- The other is for summarising the number of participants who wear certain types of hats and sunglasses.

Example 1. Summarising how often participants engage in a behaviour

QUESTION 1	FEMALE TALLY		MALE TALLY	
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	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 to protect your neck?				
Wear pants/skirts that cover your knees?				
Wear a hat?				
Wear sunglasses?				

How to use the example:

Step 1 Collect your data.

Step 2 Construct a table similar to Example 1 but using your questions.

Step 3 For each question about how often participants engage in sun-safe behaviours:

- Tally the number of females who responded 'All of the time' or 'Most of the time' for the first question–that is, add together the number who said 'Always' and the number who said 'Most of the time'.
- Record your tallies in the table.
- Tally the number of females who responded 'Some of the time' or 'Rarely/Never'–that is, add together the number who said 'Some of the time' and the number who said 'Rarely or never'.
- Record your tallies in the table.
- Repeat for responses from male participants.
- Repeat for all other questions.

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Example 2. Summarising the types of hats and sunglasses worn

QUESTION 2	FEMALE TALLY				MALE TALLY			
Type of hat	Legionnaire style	Wide-brimmed	Cap	Other	Legionnaire style	Wide-brimmed	Cap	Other
Record how many wore each kind of hat								
Colour under the brim. Record how many wore a hat with a dark colour under the brim and how many did not.	Dark colour: Light colour: Don't know:				Dark colour: Light colour: Don't know:			
Kind of sunglasses. Record how many wore sunglasses with each feature.	Large: Small: Close fitting: Sit off the face: Wrap around:				Large: Small: Close fitting: Sit off the face: Wrap around:			

How to use the example:

Step 1 Collect your data.

Step 2 Construct a table similar to Example 2 but using your questions.

Step 3 If, for example, your questions are about types of hats and sunglasses:

- Count how many female participants said they wore each type of hat and enter the numbers in the top row.
- Count how many female participants said their hats had dark or light brims (or didn't know), and enter the numbers in the second row.
- Count how many female participants said they wore the different styles of sunglsses and enter the numbers in the third row.
- Repeat for responses from male participants.