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Q1: A questionnaire is a tool used to collect quantitative data. In your opinion state and explain some valid points or scenarios where you feel that a questionnaire may be inappropriate or unreliable?

**Answer:** A questionnaire is a research tool which have series of questions for the purpose of gathering information from respondents. A research questionnaire is basically an instrument of research which have both close ended and open-ended question for the purpose of research. Open ended questionnaire give the respondent a choice for explain their own thoughts on questionnaire. The data collected from questionnaire can be qualitative or quantitative. It depend on the nature of research.

**Types of questionnaire**

There is different type of questionnaire which are using for survey or research.

* **Postal questionnaire**

Postal questionnaire is posted to respondent for collection of data. The respondent fill the questionnaire and then post back the questionnaire to researcher.

* **Online questionnaire**

Online questionnaire is basically filled by participants electronically on internet. The result of this type of survey can obtain very fast.

* **Telephone Questionnaire**

The researcher question the participants over the telephone and asked the questions from questionnaire and then fill with the respondent answer. This technique is time consuming and it have the chance of error.

* **Face to face questionnaire**

In face to face questionnaire the researcher and participant is in the same location and the researcher will ask the face to face questions from the respondent.

**Advantages of using questionnaire**

* Conducting an online survey through questionnaire is less time consuming technique for gathering data.
* Questionnaire is less costly technique for data collection.
* The survey through questionnaire can be done by the researcher or by any number of people with limited affect to its validity and reliability.
* The results of the questionnaires can generally be quickly and easily measured by either a researcher or through the use of a software package.
* The data collected through questionnaire can be analyzed more 'scientifically' and objectively than other forms of research.
* Questionnaire is practical approach of collecting data. This mean you can collect vas amount of data from target participants.

**Limitations of using questionnaire for survey**

Questionnaire is most common technique for collection of data for survey but it has also limitation. There are some scenario or situation where we cannot use questionnaire for data collection

* **Missing emotional responses**

Questionnaire cannot capture the emotional replies of the respondents. It will give the answer what is feeling of the participant about the subject issue.

* **Problem in understanding the questions**

If the questions in questionnaire are double meaning questions or not understandable by the participants then we should avoid this technique.

* **Low Response Rate**

If there is low response rate in the targeted area of conducting survey then we should avoid the questionnaire technique for data collection because it will not give the appropriate result if we don’t have the enough response of target population.

* **Literacy Ratio**

If the target participant is illiterate then we should avoid questionnaire technique of mailing because it will have the lower response rate.

* **Fixed choice questions**

Close ended question give us the fix choice questions which will not give the correct answer of the participant.

**Q No 2 (A): In your opinion explain how important it is to critically review a literature before conducting a research?**

**Answer:** A Literature review is a type of critical review in which you analyze and evaluate many sources on a specific topic. The objective is to provide your reader with an overview of the research that has been done on your topic, and to evaluate the sources you are reviewing.

Critical review is the preliminary search that helps you to generate and enhance your research ideas. Critical review of literature is the part of the research project. Project assessment criteria required to know about your research project and the knowledge about the research. For most research projects, your literature review will be an early activity. Once obtained, you can read and evaluate them, record the idea, and start drafting your review.

Writing a literature review is not a simple task. It require for search of related publications and article, critically analyzing them and then write about what you found in these article which relates to your research. There are some steps involve in writing a literature review.

**Steps for writing literature Review:**

* **Search for relevant literature**

If you are writing the literature review of a thesis or research paper, you will search for literature related to your research problem and questions. If you are writing a literature review as a separate assignment, you will have to choose a focus and develop a central question to direct your search. Unlike a thesis research question, this question has to be answerable without collecting original data. You should be able to answer it on the bases of a review of existing publications.

* **Evaluate and select sources**

You maybe won’t be able to read everything that has been written on the topic. you’ll have to summarize which sources are most related to your questions.

* **Identify themes**

To begin your literature review’s argument and structure, you need to understand the connections between the sources you’ve read. This step will give you the idea how this literature is linked to your knowledge.

* **Outline your literature review’s structure**

There are various methods to organizing the body of a literature review. You should have a basic idea of your strategy before you start writing.

* **Write your literature review**

Your literature review should have an introduction, a main body, and a conclusion. What you include in your literature review depends on the objective of your literature review.

**Importance of critically review a literature**

* Critical literature review will form the foundation of your research which will give the idea to reader about the research paper.
* Critical literature review help the researcher to know about the past work done by other researcher on the current topic. It will save the time of the researcher because the work already done by other researchers will not be repeat by him.
* It will refine the purpose and objective of the research question.
* Critical literature review give you new ideas about the research questions.
* Literature review will highlight the research possibilities which was overlooked by other researchers.
* The Critical review help you look insight of the strategies and techniques which will be using in your research.
* It will give to identify the gap between the past theories on this research.
* Critical literature review will lead you to check continuity of existing research on this topic.

**Q no 2 (B): In your own words state any 5 mistakes a researcher makes while conducting a literature review.**

**Answer:** A Literature review is a type of critical review in which you analyze and evaluate many sources on a specific topic. The objective is to provide your reader with an overview of the research that has been done on your topic, and to evaluate the sources you are reviewing.

Literature review is the important part of the research. It will give the background information to reader about your current research. There are common mistakes which is done by the researcher when they write the literature review.

* **Missing of background information**

Most researcher don’t search for background information of the research topic. Which is really important for the literature review. The researcher should have the appropriate background information about the topic of research which will give the reader idea about the research subject.

* **Too descriptive literature review**

The literature review should not be too descriptive. It will not give the detail work done by other researcher on the existing topic. Try to find out the drawback in the other researchers work done on this topic.

* **Lack of quality sources**

The literature review must have the quality article reference about the past research. Because the quality source will give better idea about the existing research on the research topic.

* **Unrelated Sources**

The article or publications we use in literature review must have link with our research question. Explain about the article and sources that how they linked to your research question.

* **Bad Organization of structure**

The most common mistake done by researcher in literature review is to badly organize the structure of literature. Use the subheading to avoid the bad structuring of literature review.

**Q3. Explain the purpose of a research proposal? How important it is to develop a good research proposal?**

**Answer:** “A research proposal is a concise and coherent summary of your proposed research.” Your research proposal should set out the main questions that you propose to address. It should outline the general idea of study within which your research falls, referring to the current situation of knowledge and any recent debates on the topic, as well as demonstrate the originality of your proposed research. The research proposal give you the opportunity to show that how good you can explain complex ideas clearly.

**THE PURPOSE OF THE RESEARCH PROPOSAL**

The main purpose of the research proposal is to convince the management that you have the worthy research project plan. The purpose of research proposal is to sell your idea to management which will help you to fund the research program. You have to explain the purpose of your research that this is worthy of research and how important is that for community and organization. You have to give the total budget for the research and what will be benefit of this research for the funding parties. The research proposal give the suggestion that how the data of this research is important for the organization.

**Purpose of research Proposal**

* Organize and develop your topic of research.
* Check the scope of your research Program
* Identify an appropriate supervisor
* Convince other people to importance of your idea
* The starting phase of your research program
* Provide the basis of your research.

That is very important for the researcher to present the good research proposal to the management. Because high quality research proposal not only promises the success of the project but also convince the management for research.

**Importance of good research proposal**

* A good research proposal help management to examine what researcher want to do.
* A good research proposal will show the importance of the research program and its benefits.
* The good research proposal give the other people the scope of the research and its importance.
* A good research proposal will convince the management for approve the research program.
* Research proposal will discuss the methodology of the research, time frame of research.
* A good research proposal will show that you are capable of doing that research and can communicate your ideas.