

Teacher's Notes: Paper questionnaire

Thank you for agreeing to ask the students in your class to fill in this questionnaire. Here are some brief notes.

1. Learner information and consent

Please remind the learners that their answers are confidential and anonymous and cannot be matched to them.

It is important that the learners know the purpose of the questionnaire and that taking part is completely voluntary. After they have read the information on the front page of the questionnaire, please ask the following questions:

1. Do you understand what this questionnaire is for? (Elicit some answers to check they understand the purpose).
2. Do you agree to fill in the questionnaire?

If they understand and agree, they should tick the boxes at the top of page 2. Please check that these boxes are ticked on the completed questionnaires. I cannot use their information if the boxes are not ticked.

If anyone becomes upset because the questionnaire raises uncomfortable issues for them, please give them the option to stop filling it in.

2. Guidance for completing the questionnaire

Please ensure learners understand that they must put **their own views and opinions**.

Questions with option of 'other', please ask the learners to write in what the other is.

Questions with a scale of 1 to 5: Please clarify the answer format with the whole class. They should tick a number on a scale of 1 to 5 to reflect their experience or opinion.

Part 4: Please check that they know which questions to answer, depending on whether they have a job or not.

Question 69: Please make sure participants only write the **first** part of postcode.

Questions 70 and 71: These questions are optional.

3. When the questionnaire is completed

Please place all the completed questions in the envelope provided. Please seal the envelope and return it to me.

Please remind learners that I will be asking them to complete a second questionnaire in about 6 months to see if things have changed for them whilst they have been attending ESOL classes.

If you or your line manager have any questions please email me at jill.court@bristol.ac.uk

Many thanks for your help; your learners' answers are really important!