

QUESTIONNAIRE MANUAL

Write in black ballpoint pen. Comments added after the interview should be made in pencil.

No-one, except the named survey member should be interviewed. If it finally proves impossible to interview the survey member record the circumstances when returning the uncompleted questionnaire.

Ideally the survey member will be interviewed alone. If this is not possible then record only survey member's replies to non-factual questions and try to minimise disturbances during the two tests.

Certain general points can be made about questions and responses that arise at several points during the interview.

Dates

Where it is not possible to obtain the exact date of an event we would like as much information as possible. The year of an event or the survey member's age at that time would be valuable.

Type of Job

Throughout the questionnaire the type of job recorded should include both the survey member's name for the job and a clear description of the type of work he does. There are certain occupations which, though they may appear to be self-explanatory, are not precise enough to permit accurate classification. Some examples are engineer, machinist, miner or civil servant. In such instances a more detailed description of the activities involved are required.

Type of Firm

Throughout the questionnaire "firm" means the place at (or from) which the informant works. If it is a large company with different factories or offices and so on we want to know what is done at the branch or part of the firm at which he works. If the firm manufactures or processes anything we want to know the end product. Otherwise we want to know the function of the firm, e.g. insurance, banking or wholesale or retail trades.

Part-time Work

For the purpose of this study, work is defined as part-time if the survey member, or the employer, thinks it is part-time.

The Layout of the Questionnaire

The questionnaire is made up of five sections labelled A-E, each dealing with a different area of the survey member's life. In addition, attached to the back of the questionnaire will be found Section T, two pencil and paper tests to be completed by the survey member.

Notes on the questions in each of the sections are given below:

Interviewers Instructions for Questionnaire A

Fill in the time, in hours and minutes, immediately before asking Q.1

- 1(a) If not married but living as married please write this in and then ask "Have you ever been married"? If the answer to this is "yes" please find out how the marriage ended (i.e. in death of spouse, separation etc.) and write in the answer and then ask 1(b) - (e). If the survey member has never been married there is no need to ask (b) - (e).

Should you find later in the interview that the answer to this question was incorrect please alter the original responses and ask any other questions that may be necessary.

"Separated" is according to the survey member's own definition.

- 1(c) - These questions refer to the most recent marriage of those widowed or (e) divorced.

2. This question refers to live born children, however long they lived.

For "name" give all first names, for "date-of-birth" and "date-of-death" give day, month and year.

We do not want details of ill health or reasons for death.

The question "Is he/she now alive and well"? requires simply a yes/no answer, in order to establish whether the child is now alive or dead.

- 3(a) "Dwelling" means the survey member's permanent home.

- 3(b) "Self-contained" means having a front door for its exclusive use.

3(c) FOR THIS PROJECT ONLY, A HOUSEHOLD IS DEFINED AS:-

Either, one person living alone or a group of persons who may or may not be related living at the same address with common housekeeping. Persons staying temporarily with the household are not included. Any regular arrangement to share at least one meal a day constitutes a household - breakfast counts as a meal. The catering and regularity rule given on P.66 of the Guidebook does not apply.

The inclusions and exclusions as detailed on P.67 have altered slightly and for this survey only

INCLUDED IN HOUSEHOLD ARE:-

- (a) People on holiday, away on a rare business trip or in hospital at time of interview, who normally live in the household (unless they have been away for more than six months).
- (b) Fishermen and any merchant seamen whose only shore address this is, and who normally spend up to and including, but not more than, six weeks at sea.
- (c) Children under 16 away at boarding or other schools.
- (d) Boarders - there is no limit to the number of boarders who may be included in the household.
- (e) Members of the family of 16 years and over who live away from home and who only come home for holidays (this will include adults away at school, or college, as well as those working away from home). The survey members permanent home rule as at 3(a) applies also.

EXCLUDED FROM HOUSEHOLD ARE:-

- (f) Members of the Forces (and Merchant Navy) stationed permanently away from home.
- (g) Lodgers (i.e. persons residing with the household who cater for themselves).

Permanently fixed means of dividing living rooms make them definable as two rooms, but curtains or portable screens mean that they count as one.

- 6(b) The answer to this question should be in terms of how it affects the survey member, so the answer "bronchitis" would be insufficient, but "shortness of breath" and "pain in the chest" would be correct.
- 7(a) "Job" means are you now employed (including paid sick leave). Unemployment and being a full time housewife or student count as no job.
- 7(c) An answer simply "work" would be insufficient, but "gets on badly with foreman" would be acceptable.
- 10(b) - Make sure that the answers to these questions refer to the first nervous trouble. If there are repeated episodes please give details of all nervous trouble on the back page (P.18) especially noting if a doctor has been consulted or if there has been any psychiatric care as an in-patient or out-patient.
12. "Present job" - If any brothers or sisters are dead, unemployed or housewives, write e.g. "unemployed" and a description of their last full time job if they were ever employed. If they are still in school or full time education please write in type of educational establishment (e.g. comprehensive school, polytechnic, university) and also note details, if ever employed, of the last full time job held, with the exception of holiday jobs.
- A half-brother/sister of the survey member is one with whom the survey member has a natural parent in common.
- A step-brother/sister of the survey member is one who does not have a natural parent in common.
- 13(a) Only training, in paid working hours, while continually in employment, should be included in this section. In particular evening classes outside paid working hours and courses by grant aided students are excluded.
- 13(b) Occasionally survey members will have been sent repeatedly on short, full time courses by the same employer. If so the interviewer should treat this as far as possible as a single course, noting details at the foot of the page.
- Day release is the system of sending young workers to college during working hours for (usually) one day a week. Almost invariably this is accompanied by training on-the-job. Occasionally a survey member will say that he received no training (apart from day release) and in these circumstances the training question 13(c) - (m) will not apply. The interviewer should then, as instructed, ask Q.14.
- If a survey member has been sent on a full time course as well as training on-the-job, even with the same employer, the full time course and the on-the-job training should be treated separately for Q.13(c) - (m).
- 13(m) The alternatives listed may be shown to the survey member if difficulties are experienced in answering this question when the list has been read out.

Interviewer Instructions for Questionnaire B

15-19 Refer only to those now in paid work.

Those who have worked since 25, but are not now working, go straight from Q.14(d) to the job grid.

16-19 Are asked of all in paid work, whether or not they work eight hours or more.

18(b) If the respondent works from an address, e.g. commercial traveller, the number of people working at and from the address is wanted.

19(a) The day of the month, although always desirable, is only essential if the job was started in March 1971.

If job started after 9.3.71. ask Q.20 (directly below) before completing Q.20 (a) - (e) in job grid.

20(a) - Record all details of the job at, or nearest March 1971 in left hand (e) column. Details of subsequent jobs should be recorded in the second and third columns. The present job should not be recorded in the job grid.

IF MORE THAN 3 JOBS between 25th birthday and present job (if any) record details of 25th birthday job in the left hand column, the job taken next in the middle column and the LAST JOB (before present job, if any) in the right hand column. Note, above the job grid, the number of additional unrecorded jobs held.

21 and 22 ALL survey members are asked either Q.21 or Q.22.

NO survey member is asked both. Periods of sickness without pay are included.

23(d) If only registered for part of the time, indicate the period for which he was registered.

23(e) Again, if only looking for work for part of the time, indicate period.

NOTE CAREFULLY ROUTING INSTRUCTIONS AFTER Q.23

26-35 These questions refer to the survey member's own experience in his present job, and activities should be recorded only if they are done by him personally.

26(a) Please obtain sufficient details of the machine (e.g. make/model/type).

26(b) This question is only for those working just with typewriters, calculating machines or vehicles. Those working with other machines ask (c) - (h).

- 26(c) - These questions must be asked for all who use machines other than
(h) typewriters, calculating machines (including cash registers) or vehicles. To help the interviewers, and at her discretion, the interviewer may split up any of these questions into two parts, asking first:-
- (A) Is it necessary to (e.g.) load or feed (any of) the machine(s)?
If the answer is "yes" this must be followed by:-
- (B) Do you, personally, (e.g.) load or feed (any of) the machines?
A reply of "no" to (A) or (B) is recorded as "no".
An answer of "yes" to (B) is recorded as "yes" and the machine recorded, using letters A-D from list above.

This re-wording is most likely to be helpful in Q.26(c) and Q.26(f).

- 26(i) Everyone who works with machines of any kind should be asked these
& (j) questions. Occasionally a survey member may say that his work with machines requires no skill or judgment. If so, record this at (i) and circle 'no skill needed' in question (j).
- 27(c) Occasionally a survey member may respond that he has already answered this question at Q.26(i). In this case emphasise that previously we were asking about all the work he did with machines but at this point we are asking about all the work he does with his hands. If he maintains that the most skilled task is as before, write 'as 26 (i)'. In this question 'with his hands' includes, of course, with hand tools.
- 27(c) - See note for Q.26(i) - (j).
(d)
- 28(a) By 'finish' we mean putting the final touches to a manufacturing process.
- 28(b) We want to know here if they work on the same thing all the time or on a number of different things. If only a single product is mentioned ask for different sorts of the product.
- 28(c) This question is to sort out those that make a product from start to finish, from those who only take part in a small part of the process. We want to know how much of the job has been done when they receive the work, and the state in which it leaves them.
29. We want to know the type of reading done, not necessarily detailed examples. For example, if the survey member reads technical journals we do not need to know the name of each journal.
- 30(a) Taking down shorthand is included, and should be indicated in the answer recorded.
- 33(b) The examples printed in Q.24(b) may be used to expand this question.

- 33(c) - If they supervise more than one type of worker (e.g. salesman and
(g) secretary) ask (c) - (g) for each group in turn.

We want to know the number they personally supervise in this type of work. If classroom teaching we want to know the number in any one class.

35. A few survey members may say they have described very little of their job by this point. For these a detailed job description is required. For survey members who have already described much of the job, attention should be concentrated on aspects, such as contact with the public, types of responsibility and so on that have not been described.

- 36(b) There is a printing error here - should be asked of those who are coded 3 or 4 in 36(a).

The instruction should read IF 'VERY UNHAPPY' OR 'NOT VERY HAPPY'.

Interviewer Instructions for Questionnaire C

This section covers the hours of work and earnings of survey members in their main job, and the total income of the survey member and spouse. Questions on hours and earnings are asked only of those working 8 hours or more. The total income question is asked of everyone. The questions on the survey member's hours and earnings are fairly detailed. The two main pieces of information we are interested in are the hours worked per week (Q.38(b) or (d) or Q.48) and the before-tax earnings (Q.41(a) and 43(a) or Q.49). The other questions are included to provide information on the variability of hours and earnings, and to get at 'extras' and fringe benefits. If the survey member asks why we are asking about income say that we are interested in the effects of illness and of education on people's earnings. Give assurances of the complete confidentiality of any information given.

If the survey member refuses to answer the detailed earnings question or finds them becoming too "personal", skip to Q.53 and try to get their total income. Note down refusal, with reason.

Questions 37 to 46 are for EMPLOYEES only) Working 8
Questions 47 to 49 are for SELF-EMPLOYED only) hours or
Questions 50 to 52 are for EMPLOYEES AND SELF EMPLOYED) more.
Question 53 is for ALL SURVEY MEMBERS

Employees hours and earnings (Questions 37 to 46)

37(b) Only paid overtime should be recorded. It should be recorded as actual hours worked, not counted at time-and-a half or double-time (pay hours).

Details of all paid overtime should be obtained, either under regular or under occasional overtime.

Regular overtime should include any overtime which the respondent works at least as frequently as once a month. Details of the pattern of overtime hours should be obtained, e.g. 3 hours every week, 5 hours every other week, 2 hours one week and 4 hours next. If these overtime hours are extremely variable get average overtime hours per week.

Occasional overtime should include all other overtime, especially seasonal overtime.

38. If survey member answers "yes" to Q.38(a) ask (b) only then skip to Q.39. If he answers "no" to Q.38(a) ask Questions 38(c) and (d). The hours given at (b) or at (c) and (d) should be the non-overtime hours which his employer pays him to work.

40. We want a description of the basis on which the survey member is paid, this may be a combination of the examples listed.
- 41(a) If the survey member does not understand the terms basic or standard, code D/K and skip to Q.42.
- 41(c) If an hourly or piece-work basic is given at Q.41(b) we want the number of hours per week they work at the basic rate.

If weekly/monthly/annual basic is given, we want the number of hours per week which the basic pay covers. For some survey members (especially piece-workers) this may have to be a rough estimate; the interviewer should note any difficulties in giving this information.

42. This is a check for the parts of the survey member's earnings which are likely to be variable, and for special allowances which he may forget to include in his earnings. It should only cover items which he usually receives in his pay. Irregular extras should be given under Q.44.
- 43(a) Should refer to pay in a typical week (i.e. hours as given in Q.38(b) or (d)) and should include regular overtime payments (Q.37(b)) and all items checked under Q.42. If the survey member does no overtime and has nothing checked at Q.42 this may be identical with his basic pay (Q.41(b)) but must be asked anyway.
- 43(b) Only compulsory deductions such as tax, national insurance, state pensions and compulsory superannuation should be deducted.
- Deductions for voluntary saving schemes, mortgage payments etc. should not be deducted.
- 44(a) This question is to find out about any occasional payments received in addition to the survey member's regular before-deductions pay (Q.43(a)). The interviewer should check that any payments mentioned are definitely extra payments and not deductions from his regular pay which are paid to him occasionally as lump sums. Only extra payments should be recorded.
- 44(b) It is essential to get both the amount received and how often the respondent receives it.
- 45 We are only interested in schemes to which the employer makes a contribution. The survey member may have difficulty in giving information on the employer's contribution - the interviewer should write down anything the survey member can tell him about the scheme.
- 46(b) Only paid holiday should be recorded.

Self-employed hours and earnings (Q.47-49)

47. Hours of work for the self-employed will probably be extremely variable. Obtain as much detail as possible on the extent of variation (minimum and maximum hours) and variation throughout the year.
48. Hours of work should include all the time the survey member spends on things to do with his work (not including travelling to and from work, or meal breaks). Write in explanation of any extreme difficulties in giving a figure for typical week's work.
49. Personal income should be the amount the survey member makes for himself from his main job. It may be obtained for any period which he can conveniently give.

Working Survey Member's Fringe Benefits

- 50(a) Obtain details of any payment-in-kind, discount on or free goods, use of facilities or services which the survey member receives as a result of his work. Only discounts, services or facilities which he actually uses should be included.
- 50(b) Where goods or services are free the value to the survey member should be the amount he would otherwise have to pay for them. Where there is a discount or subsidy it is the value of the discount (not the total value of the goods or service) which should be given.

Total Income

- 53(a) If currently married and living together, or living as man and wife, total income is the joint income of husband and wife.

If single, divorced or separated, total income is the income of the survey members only. Income of other members of the household, e.g. parents/ grandparents should not be included. Total income should be the average weekly/monthly income from present job(s) and spouse's job(s), together with an average weekly or monthly figure for all other sources of income, e.g. family allowances, social security, rent, interest on savings or investment etc.

Total income should be given after deductions for tax, national insurance, and compulsory pensions only.

If the survey member (or spouse) is currently out-of-work and has been out-of-work for more than a month, he should give his income now (rather than when working). If either has been out-of-work for less than a month, a total income figure for the recent period when he/she was working should be given.

- 53(b) Is intended to pick up odd sources of income which the survey member has not included under (a).

Interviewer Instructions for Questionnaire D

TESTS

There are two tests to be given in this study. They will be found in the booklet (labelled T) attached to the back of the questionnaire. This is to be given to the survey members who will fill it in when the interviewer asks him to do so.

Before the interview a piece of white paper should be pinned or clipped over the lower half of the first page of the test booklet so that the survey member does not see the examples of the second (reading) test while he/she is completing the first test.

In giving these tests it is essential that the interviewer keeps exactly to the instructions given on page 11 of the questionnaire.

If asked why these tests are being given, say that we want to see what changes have occurred since they were last given when the survey member was 15 or 16. At that time we found that the results were affected by all sorts of factors, including, for example, short sight, left handedness or illness, and we want to see whether this is still true.

FIRST TEST

If the survey member has difficulty in reading do NOT read the question out. No help may be given in how to answer the questions and if asked to help the interviewer should say "it is your first reaction that is wanted". It is important to emphasise that it is the survey member's first reaction that is wanted and that we do not want him/her to spend a long time thinking about the questions.

When the questions are completed ask for the questionnaire back so that you can remove the paper covering the reading test examples. But before you remove the paper check that all questions in the first test have been answered. If any are unanswered draw this to the attention of the survey member and ask him/her to complete. Do not, however, press for the questions to be completed and do not help.

SECOND TEST - (READING)

Before the interview make sure that you have your stopwatch and that it is working and wound up.

Before starting the reading test ask the survey member to try to arrange that there will be no interruption. If there are interruptions stop the watch and only start it again when the survey member resumes the test.

Ten minutes is a long time and it is unnerving to the survey members if they feel you are waiting for them to finish. So take this opportunity to look over the early pages of the questionnaire.

After removing the piece of white paper covering the reading test examples, the test booklet is handed back to the survey member who is shown that the questions are on pages 2, 3 and 4.

The reading test is designed to last for 10 minutes and the majority of survey members will not complete it in this time. If, however, they do complete it in less time, note the time taken in minutes and seconds in the space provided. Before entering the time, however, make sure that the survey member has turned to the last page and that he/she has checked through the questions.

ON NO ACCOUNT MUST THE SURVEY MEMBER BE HELPED

If there is resistance to these tests do not press the survey member to do them, but proceed to the next section of the questionnaire.

54(a) - "Own" parents means the survey member's natural parents.
(c)

56 We want here re-marriages after the death of the spouse. Re-marriages after separation, even if followed by death of a partner, are covered in Q.57.

57(a) "Separated" is according to the survey member's own definition.

62-68 These questions must be asked of all survey members who have ever been married, and refer to the most recent marriages if there has been more than one.

62. If the survey member does not know the last job, write in the main or usual trade or profession of the father-in-law.

66(c) Relate to job recorded at Q.66 (b)
& (d)

68. Any kind of attendance at college or correspondence course should be included in these questions.

68(b) Type of college is required here (e.g. college of further education, technical college, private secretarial college, teacher training college etc.). If the survey member does not know this then the name of college would be useful.

68(c) It is the title of the course rather than the subject that should be written here. This will usually refer to the examining body. (e.g. City and Guilds, G.C.E., Pitmans, Ordinary National Certificate etc.)

68(d) If more than one main subject, then write these down.

68(f) This question refers to number of years attended college. If less than one year, number of months.

68(h) List all qualifications in as much detail as possible. Wherever possible record the level of qualification as well as the name.

Important Note

Sometimes the survey member will not know enough about the spouse's education to answer all the questions. If the interviewer feels that she has not obtained sufficient information about:-

- (a) whether spouse has had post-school education,
- or (b) the title of course,
- or (c) spouse's qualifications,

then a letter should be left behind for the spouse to fill in and return. If the survey member does not want this letter left for spouse then do not leave it.

Interviewer Instructions for Questionnaire E

69-70 There will be a small number of interviews where it will turn out to be impossible to complete the social class questions.

This may be because the survey member clearly feels very uncomfortable or refuses to answer these questions. The survey member may deny that social classes exist or not be familiar with the term 'social class'.

When she comes across such a survey member the interviewer should skip to Q.71. It is important to remember that it is not always possible to realise at the start of Q.69 that this situation has arisen and so one may have asked several of the questions before the conditions for a skip to Q.71 arise.

In each case where the interviewer decides to make this skip an explanation must be written on the form (including relevant quotes from survey members). Remember that there is a space at the end of the section (P.17) for such comments.

If a survey member revises in any way the list of classes he presents in Q.69(a), then Q.69(a) - (c) have to be asked again and the revised answers filled in. This procedure should be followed wherever this occurs during Q.69-70 and a note should be made where it occurred.

69(a) **Check that the** survey member has given all the classes he believes exist. Prompt - 'are there any more?'

Write down for each class the name given by survey member. If he uses several alternative names for one class then also record this. If he does not give a name, but instead describes class (e.g. 'people who don't need to work', 'those who live in slums') then note description in as much detail as possible.

Only when all classes have been listed go on to Q.69(b). (i.e. the second column of the grid).

69(b) Although the answer to this question might sometimes seem obvious from the name of the class, it should still be asked. Do not go on to Q.69(c) (i.e. third column) until Q.69(b) has been asked of all the classes mentioned in Q.69(a).

69(c) If the survey member does not understand this question after it has been repeated, then it may be rephrased as follows - 'could you put these classes in order, saying which is the top one, which is the bottom one and where the others come in between?'

Put a number in this column opposite each class. So, for example, if the third class previously listed is chosen as the 'highest', put a '1' opposite the class.

If the survey member says that there is no highest class, or no hierarchy or no order to the classes mentioned, then write this down as answer to question.

General Instructions for Q.69(d) & (e), Q.70 (a) - (c)

Write down name of class. CHECK THAT THIS CLASS IS MENTIONED IN GRID (Q.69(a)). If not, interviewer must find out explanation and record it. Suggested approach is to first ask if this is another name for one of the classes already mentioned; if so, write down both names. If this is not the case ask tactfully if this class has been omitted from the earlier list; if so, revise Q.69(a) - (c).

69(d) See general instructions above.
& (e)

69(j) Don't read out 'don't know'.

70(a) See general instructions above. In addition it is possible to find responses which are not names of classes, such as - ' between two classes'. These should, of course, be recorded.

70(b) See general instructions above and also those for Q.70(a).
& (c) A further possibility arises here, for which no revision of Q.69(a) - (c) is required. This is the situation in which the class mentioned is not in the grid because the class no longer exists, i.e. survey member explains that his (or spouse's) family was in a certain class, but that class no longer exists today.

Clubs and Organizations

71(e) Try to get full name rather than just initials.

71(i) Name of college, title of course and subject of course are required here.

Attitude Questions

72(h) Note that this is asked for those who respond 'as good as' or 'not as good as' to Q.72(g).

72(j) Note this question, however, is asked for those who respond 'not as good as' or 'better' to Q.71(i)

Back Page of Section E

Present at interview: Include anyone who sat in at any time during interview.