

Appendix 5

Forms used in the study

This appendix contains (1) English versions of observation and interview forms used in the study, together with checklists used in the training of observers, and other administrative forms; and (2) examples of completed Burmese-language forms taken from the study data.

The following is a detailed list of contents:

Blank English language versions of forms

1. Observation form for use in schools
2. Observation form for use at public meetings
3. Observation form for use at places of worship
4. Observation form for use at shops
5. Interview form for use outside health clinics
6. Background to the research: checklist for observers and research assistants (RAs)
7. Recruiting observers: checklist for RAs
8. Training observers in data collection: checklist for RAs

9. Training observers in daily procedures: checklist for RAs
10. Daily procedure: checklist for observers
11. Daily procedure: checklist for RAs
12. Consent form
13. Physician's statement to patients at clinics
14. Using the dice and random number forms to select at random: checklist for observers
15. Example of random number sheet using current time in minutes and seconds as a seed
16. Timesheet for observers.

Examples of Burmese language forms completed by observers

1. Observation form for schools
2. Observation form for public meetings
3. Observation form for places of worship
4. Observation form for shops
5. Interview form for clinics
6. Consent form.

[to be translated into Burmese]

Data collection on language use in Karenni - SCHOOLS

Location of school: *camp*: *section*: Date:

Name of school: Start of period:

Name of teacher: End of period:

Class subject & level:

Observer's name: Page of

Divide the teaching period into 3-minute sections, as shown in the example below.

For each 3-minute section, note on the form the languages used.

Use these abbreviations: KNI=Karenni, B=Burmese, KR=Karen, S=Shan, E=English; other language: write name of language in full.

Underline the **most used** language in each box.

3-minute section	Which languages did the TEACHER SPEAK to the class?	Which languages did the TEACHER WRITE on the blackboard?	Which languages did any STUDENTS SPEAK?	Which languages did any STUDENTS WRITE on the blackboard or in books?	Notes <i>eg any languages used privately? What was the language of any books used? What languages did you hear before & after class? Any language difficulties or translation?</i>
<i>example:</i>					
11.00-11.03	<u>B</u> , E	E	<u>B</u> , E	E	One st used S to her friend

[to be translated into Burmese]

Data collection on language use in Karenni - MEETINGS

Location of meeting: *camp*: *section*: Date:

Name of organisation: Start of meeting:

Name of chair: Finish time:

Purpose of meeting:

Observer's name: Page of

Divide the meeting into **3-minute sections**, as shown in the example below.

For each 3-minute section, note on the form the languages used in the meeting.

Use these abbreviations: KNI=Karenni, B=Burmese, KR=Karen, S=Shan, E=English; *other language*: write name of language in full.

Underline the **most used** language in each box.

5-minute section	Which languages did the CHAIR & OFFICIALS use to SPEAK to the meeting?	Which languages did OTHER PEOPLE use to SPEAK to the meeting?	Did you hear any languages used PRIVATELY ?	Was anything WRITTEN for display? What language was used?	Notes eg What was the language of any <i>written handouts</i> ? What languages did you hear <i>before & after</i> the meeting? Any language <i>difficulties</i> or <i>translation</i> ?
<i>example:</i>					
11.00-11.03	<i>B</i>	<i>B, KNI</i>		<i>B</i>	<i>One person used KR to her friend</i>

[to be translated into Burmese]

Data collection on language use in Karenni – PLACES OF WORSHIP

Location of church/temple: *camp:* *section:* Date:

Name of church/temple: Start of service:

Leader of service/ceremony: Finish time:

Observer's name: Page of

Divide the service/ceremony into 3-minute sections, as shown in the example below.
For each 3-minute section, mark the languages used: KNI=Karenni, B=Burmese, KR=Karen, S=Shan, E=English; *other language: write name of language in full.*

If more than one language is used, **underline** the **most used** language in each box.

5-minute section	Which languages did the LEADER SPEAK?	Which languages did the LEADER SING or CHANT?	Which languages did the OTHER PEOPLE SPEAK?	Which languages did the OTHER PEOPLE SING or CHANT?	Notes <i>eg any languages used privately? What was the language and script of any books used? What languages did you hear before & after the ceremony? Any language difficulties or translation?</i>
<i>example:</i>					
11.00-11.03	KRN				One person used KNI to her friend

[to be translated into Burmese]

Data collection on language use in Karenni – CLINICS

Location of clinic: *camp*: *section*:

Date:

Name of clinic:

Time of interview:

Name of physician:

Name of patient:

Observer's name:

Explain the purpose of interview and go through the consent form. If the patient *does not want* to be interviewed, write the time on this form together with “*refused interview*”, and keep the form as a record with other completed interviews.

If the patient agrees to be interviewed, fill in the their name on this form, then ask the questions below, and mark the answers using the following abbreviations: KNI=Karenni, B=Burmese, KR=Karen, S=Shan, E=English; *other language: write name of language in full.*

If more than one language is used, **underline or circle** the **most used** language in each box.

	Questions	Answers	Observer's notes
	<i>example:</i>		
	<i>What languages did you and the physician use in the clinic?</i>	<u>B</u> , KNI	
1	When you talked with the physician, were you alone with the physician?		
2	What languages did you and the physician use in the consulting room?		
3	What is your first language?		
4	What other languages do you know?	[write in order, best-known first]	
5	Were there any words you or the physician didn't understand? (Can you give an example?)		
6	Were any words translated into another language? (Which languages? Which words?)		

Appendix 5 Forms used in the study

7	Did anyone apart from the physician help with translation?		
8	How long did you spend with the physician?		
9	Did you see the health posters on the clinic walls? (What languages were used in the posters? Which languages should be used in the posters? Why?)		

Language use in Karenni – data collection

Background to the research - checklist

- the research is about which languages are being used and for what purpose in public places in Karenni camps;
- only in camp 1;
- data will be collected at a number of public sites: school classrooms, public meetings, churches and temples, shops and health clinics;
- data collection will be by observation, except at health clinics where it will be via short interviews with patients after they have consulted a physician; these are called “exit interviews”;
- observers will sit silently at the back of a class or a meeting, listen and make “structured notes” on special forms. For example, at meetings, every three minutes they will write down which languages were used at the meeting by the *people leading the meeting*, the *people attending the meeting*, and also which languages were used to write on any blackboard or display paper or were used in handouts.
- this is (the researcher thinks) the first time data has been scientifically collected on language use in Karenni.

Language use in Karenni – data collection

Recruiting the team of observers - checklist

- The 4 observers should be from a range of ethnicities;
- The training period will include a test of the ability to observe and record;
- Candidate observers will be paid for training period;
- Observers will be monitored and will be replaced if the task turns out to be too hard for them;
- Observers must be able to recognise all languages involved and must be able to communicate with all people involved in the project;
- Observers must make a commitment for the whole program (about 3 weeks) and if they drop out will not be paid (excepting illness etc);
- Observers will be paid at the end of the data collection;
- The rate of pay for observations is 15Bt per hour and the number of hours work per day is by arrangement with the RAs;
- The training rate of pay is by arrangement with the RAs and researcher;
- A timesheet must be filled in and signed by each observer for each day's work or training done.

Language use in Karenni – data collection

Checklist for training observers in data collection

- familiarisation with the forms
- several 15-min observations for all Observers and RAs together, all recording data, then comparing data collected and discussing the differences;
- repeat the process until Os are recording data in the same way;
- do training at a range of different sites;
- a test observation of 30 mins at 2 different sites; test to be marked by the RAs (compared with their own observation sheet) and shown to Richard;
- feedback to Richard on training problems and assessment of different observers;
- it may be necessary to replace one or more Os if the task is too hard for them;
- writing must be clear, and any abbreviations used must be agreed beforehand;
- need for concentration and accuracy;
- don't take friends to keep you company while observing, and do not talk while observing;
- stress that it will be useful for the Karenni community to have accurate data on language use; inaccurate data is useless.

Language use in Karenni – data collection

Training observers in daily procedure

- who to get permission from to do observations or interviews
- explaining the permission form to respondents
- getting respondents to sign
- giving respondents a copy of form
- recording oral permission
- getting daily instructions from RAs on where to observe
- filling in timesheets
- daily start and finish times
- how to select a school class to observe using the dice
- returning forms to RAs each day
- confidentiality.

if things go wrong:

- permission not given: record the fact and select another location
- you get ill or the process is interrupted: record the fact and abandon the observation or the day's work
- somebody stops the observation: record the fact and abandon the observation
- if you get tired.

quality control:

- RAs will monitor at random
- RAs will sometimes observe alongside observers and record data for later crosschecking
- RAs will re-observe some locations later, recording data to cross-check
- RAs will in some cases check that permission was sought and given
- Data from different observers will be compared by RS to see if there is bias (= systematic differences).

Language use in Karenni – data collection

Daily procedure for Observers – checklist

- in the evening, get instructions from RA about where you will observe the next day;
- make sure you have enough forms and pens and other necessary materials;
- agree with the RA about the timing of the day's work;
- at the observation site, make contact with the person in charge; they will know in general about the project, but they may not know that observations are taking place today;
- if the person in charge of the site does not agree to people being observed, abandon the day's work and report to the RA;
- at a clinic, contact the physician conducting the outpatients clinic; explain the interview procedure and give them a copy of the physician's statement to patients;
- at a school, use the dice to decide which classes to observe; it may be best to do this once at the start of the day; (see separate section on Choosing which class to observe)
- make contact with the teacher; if you arrive during a class, wait until the current period finishes before starting work;
- explain the observation to the teacher and get them to sign the form;
- if they do not give permission, abandon the observation and choose another class to observe;
- do not have friends with you while you are working; observation will take all your concentration;
- do not speak to anyone during the work; sit quietly at the back or in a corner;
- at the end of the observation, if you want you can thank the class for their help, and if they are interested you can explain how they can get the results of the work;
- at the end of the day's work, return all completed observation and permission forms to the RA and get instructions for the next day;
- organise the timing of the working day to avoid tiredness;
- times of observations at a particular kind of site should vary: eg do not observe at shops only in the mornings; observe sometimes in the mornings and sometimes in the afternoons.

Language use in Karenni – data collection

Daily procedure for Research Assistants – checklist

- once a day, either in the evening or the morning, meet each observer to give them instructions & get completed forms from them;
- give the observer his or her task for the day, and agree with them the timing of the day's work (which may vary from day to day);
- check completed forms for obvious errors or omissions and deal with them immediately;
- ask observer how the work is going and what problems, if any, there are;
- later, go through completed forms: is the data as you would expect? is there anything unusual or unexpected? if so, consult the other RA and if you think there is a problem, consult Richard

Quality control:

- if possible visit each observer once per day (do not warn them of the time) to check they are at the workplace;
- check that observation forms for work done earlier in the day have been filled in as expected;
- spend about 15 mins observing alongside each observer; fill in your own form; later check your data against the observer's and report problems to Richard;
- if there are more than very minor differences between your form and the observer's, there is a problem;
- in this case you should consider working alongside the observer for a longer period, and do "retraining";
- if the problem persists and cannot be solved, you may need to change the observer: the person may be tired, or the quantity of concentrated work may be too much for them;
- when you return the day's data to Richard, include your own observation form with the Observer's form so that Richard can also check your monitoring of the observers;
- also include a note to Richard about any problems encountered and what, if anything, you did to solve them.

[to be translated into Burmese]

Language use in Karenni

You are invited to participate in a study of language use in Karenni refugee camps. The purpose of the study is to create a picture of language use in different places in the camps – shops, schools, places of worship, clinics and community meetings.

The study is being conducted by Richard Sproat, a student at the Department of Linguistics, Macquarie University, Sydney, Australia, is part of the requirement for a Master of Applied Linguistics degree, and is being supervised by Professor Denise Murray, Macquarie University, USW 2109, Australia. Prof Murray's phone number is +61-2-9850-7673, her fax number is +61-2-9850-7849 and her email is denise.murray@mq.edu.au. Richard Sproat's contact details are given below.

If you decide to participate, you will be asked to allow the researcher or other observer to... *(tick ONE box and fill in details)*

☐	observe people coming to your shop and make notes on language use <i>(location of shop):</i>
☐	observe your class <i>(date, time and level of class, and location of school):</i>
☐	observe classes in the school you supervise <i>(location of school):</i>
☐	observe a service or ceremony at your church or temple <i>(location of ceremony):</i>
☐	observe a meeting of <i>(title and location of meeting):</i>
☐	interview patients leaving the health clinic at <i>(name and location of clinic):</i>

Any information or personal details gathered during the study will be

confidential, and no individual will be identified in any publication of the results. The data will be accessible only by Richard Sproat and research assistants Patrick Htar and Tony Khoon. The results of the research will be made available at meetings organised by Tony Khoon.

If you decide to participate, you are free to withdraw from further participation in the research at any time without having to give a reason and without consequence.

The ethical aspects of this study have been approved by the Macquarie University Ethics Review Committee (Human Research). If you have any complaints or reservations about any ethical aspect of your participation in this research, you may contact the Ethics Review Committee through its secretary in Australia (phone +61 2 9850 7854 or via the Department of Linguistics, Macquarie University, Australia +61 2 9850 9243), email kdesilva@vc.mq.edu.au. Alternatively you can send a complaint to the Karenni Refugee Committee, who will forward it to Macquarie University. Any complaint you make will be treated in confidence and investigated, and you will be informed of the outcome.

I, *(participant's name)* _____, have read and understand the information given above (or someone has read the information to me). Any questions I have asked have been answered to my satisfaction. I agree to participate in this research, knowing that I can withdraw from further participation in the research at any time without consequence. I have been given a copy of this form to keep.

Researcher's name: Richard Sproat Signature: Date: Contact email: richard@sproat.name Phone 06 074 0161 (mobile in Thailand)	Participant's name: Organisation (if any): Signature: Date:
--	--

[to be translated into Burmese and made available in Burmese and English]

Language use in Karenni: CLINICS

Statement to be read to patient by physician when researchers are interviewing outside a clinic:

“Today there is someone interviewing people as they leave the clinic. They are doing research on languages and are interested in what languages we are using here. The researcher is working on behalf of Richard Sproat, who is not part of the KnHD or IRC. If you don’t want to be interviewed that is OK, and you should just say to them ‘I’m sorry, I’m in a hurry.’ They say the interviews will take about 5 minutes and they will give you more details and a form to sign.”

Language use in Karenni – data collection

Using the dice to choose a class at random - checklist

You will be supplied with some dice for choosing a class to observe at random. This checklist will help you use the dice scientifically.

- choose a class by choosing a room in the school, and observe the class in that room;
- if there is no class in the room you have chosen, choose again;
- are the classrooms numbered? if not, draw a plan of the school and write on your own numbers for the classrooms.
- use the dice to choose a number and observe the class in the room corresponding to the number you have chosen;
- each dice can choose one of 6 possibilities; so you need one dice for every 6 rooms in the school: 1 dice for 6 rooms, 2 dice for 12 rooms, 3 dice for 18 rooms, etc.
- if the school has 15 rooms, you need 3 dice; when you throw the dice, if the result is 16 or 17 or 18, ignore the result and throw the dice again. When the result corresponds to a room number, that is the answer.
- if you do not have enough dice, you can do two throws instead of one: eg if you need 5 dice but only have 3, throw 3 dice, then throw 2 dice and add up the two results.

Appendix 5 Forms used in the study

RANDOM NUMBERS BETWEEN 1 AND 30

Using the time now (mins down the left, nearest seconds along the top) where they meet gives a random number between 1 & 20.

		seconds past the minute											
		0	5	10	15	20	25	30	35	40	45	50	55
mins past the hour	1	26	29	13	12	21	27	22	18	10	28	23	12
	2	3	3	1	25	3	17	29	8	3	14	14	7
	3	11	20	13	28	29	2	2	12	26	15	16	27
	4	23	28	21	1	28	15	22	9	14	22	15	17
	5	6	15	20	19	22	21	12	7	13	22	26	19
	6	22	21	26	18	24	19	13	1	11	23	17	23
	7	5	29	4	21	5	7	24	5	15	22	19	19
	8	22	26	10	14	8	3	11	14	24	24	3	21
	9	9	26	22	25	2	23	5	8	25	23	6	15
	10	22	15	10	1	13	15	16	15	1	5	11	16
	11	5	25	15	21	26	8	28	21	15	3	21	17
	12	4	3	19	14	17	20	22	16	29	8	4	6
	13	18	16	19	27	18	30	20	16	29	9	6	19
	14	27	22	6	12	14	12	6	30	16	21	24	3
	15	27	27	5	20	23	11	10	5	13	27	18	8
	16	18	10	3	26	17	26	9	20	29	30	15	30
	17	13	20	12	24	18	13	12	5	29	12	26	24
	18	2	13	2	24	24	17	24	22	27	25	11	2
	19	7	17	26	6	19	1	1	23	14	5	18	25
	20	15	9	14	11	2	5	22	20	4	4	21	29
	21	6	30	7	29	7	2	11	19	14	1	28	10
	22	13	25	25	19	25	30	7	17	15	17	5	21
	23	13	7	8	3	17	4	25	9	18	29	17	11
	24	1	6	16	13	3	29	12	27	25	27	1	23
	25	4	7	20	14	21	8	28	28	16	10	22	16
	26	21	30	24	20	1	7	27	26	3	10	23	24
	27	30	2	2	14	3	12	10	29	30	10	7	23
	28	17	8	6	3	20	29	3	26	24	10	7	3
	29	20	20	23	9	1	17	21	14	6	15	28	20
	30	22	25	18	15	28	6	12	29	13	5	15	24
	31	3	28	18	2	1	26	8	29	22	18	28	11
	32	21	13	21	14	5	5	5	7	20	5	7	26
	33	18	6	16	26	6	2	5	29	10	20	12	2
	34	18	22	25	10	29	7	19	11	5	7	6	27
	35	15	13	26	23	3	13	28	10	9	27	28	26
	36	9	16	12	7	18	15	11	9	24	12	10	30
	37	24	2	5	10	28	4	7	11	27	20	12	19
	38	13	29	12	25	23	24	15	10	17	24	6	2
	39	21	5	6	14	25	14	17	11	5	27	25	14
	40	22	23	9	15	3	16	9	5	17	21	6	5
	41	19	4	28	10	6	28	13	20	23	24	7	26
	42	2	3	29	9	14	30	2	9	24	29	27	23
	43	23	7	22	13	25	15	29	27	18	26	3	9
	44	19	3	22	26	10	2	25	10	2	19	10	18
	45	10	11	26	23	1	22	12	28	3	11	16	6
	46	5	29	18	10	18	25	19	8	19	2	3	26
	47	16	16	18	7	21	19	2	2	10	22	3	16
	48	21	11	11	11	18	28	14	14	23	29	20	15
	49	28	9	27	20	12	29	3	8	28	19	19	13
	50	22	28	19	6	6	29	16	21	14	3	16	24
	51	18	14	7	6	3	2	1	5	12	8	7	28
	52	18	8	26	13	9	11	29	3	29	12	12	10
	53	8	4	30	17	17	10	16	26	29	9	27	17
	54	4	6	26	9	19	7	17	21	26	8	19	8
	55	28	29	24	4	26	8	1	18	4	13	19	3
	56	12	22	5	12	23	17	15	13	6	10	13	6
	57	15	29	30	27	4	6	15	13	7	16	8	5
	58	9	21	2	19	19	2	18	29	29	6	20	23
	59	5	7	18	9	29	29	7	19	17	18	28	27
	60	2	12	3	12	19	7	28	24	27	17	3	17

Data collection on language use in Karenni - TIMESHEET

Observer's name:

Page of

Fill in a new line for each 3-hour block of observation at one place

Observation should be for no more than 3 hours without a break

Date	Camp	Section	Type shop, school, clinic, church or meeting	Exact location name of school, shopkeeper etc	Start time	Finish time	Signature of supervisor	Notes
<i>example:</i>								
12 Jan	2	4	school	High school	0830	1130	Patrick	