

CREATE **Beginner** 10 MIN · UPDATED 2026-09-30

Draft a whole survey from a plain-English prompt.

Describe the survey you need in plain language and let Copilot build the questions, including basic branching logic.

MICROSOFT 365

Forms

WORKS WITH

Copilot

Business Outcome

A well-structured survey drafted in minutes instead of the usual back-and-forth writing and rewriting questions.

Workflow Steps

Step 1: Describe the survey's purpose and audience

Forms

State what decision this survey is meant to inform — that shapes which questions actually matter.

Step 2: Ask Copilot to draft it

Copilot in Forms

Ask specifically for branching logic where it makes sense, so respondents aren't answering irrelevant follow-ups.

PROMPT

Draft a post-event feedback survey for a 1-day internal training. Include branching logic so anyone who rates the event below 3 stars gets an open-text follow-up asking what to improve.

Step 3: Trim for length

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Go question by question and ask "would a different answer here actually change what I do next?" – if not, delete it. A drafted survey routinely comes back longer than needed, and every extra question past what respondents expect lowers completion rates on the ones that actually matter.

Step 4: Test the branching logic before sending

Forms

Walk through the survey yourself, choosing different answers, to confirm the branches actually trigger correctly.

✓ Check the work

- Walk through the survey with a few different response paths to confirm branching logic works as intended.
- Cut any question that doesn't map back to a decision you'll actually make with the answer.
- Check question wording for leading or biased phrasing before publishing.

Expected Outcome

A drafted Forms survey with branching logic where relevant, ready to review and publish.



Want help rolling this out across your team? **Go to Liminals.Tech** ■