

THE QUESTION FORMULATION TECHNIQUE

Step 1: Review the Rules for Producing Questions

Ask as many questions as you can

Do not stop to discuss, judge or answer the questions

Write down every question exactly as it is stated

Change any statement into a question

What might be difficult about following the rules?

Step 2: Produce Your Questions

Question Focus (QFocus):

- a) Ask questions about the QFocus.
- b) List and number your questions.

Step 3: Categorize Your Questions

Closed-ended questions – they can be answered with “yes” or “no” or with one word.

Open-ended questions – they require an explanation and cannot be answered with yes” or “no” or with one word.

a) Review your list of questions and mark the open-ended questions with an O and the closed-ended questions with a C.

b) Name advantages and disadvantages of asking **closed-ended** questions:

Advantages	Disadvantages

Name advantages and disadvantages of asking **open-ended** questions:

Advantages	Disadvantages

c) Change one closed-ended question into an open-ended, and change one open-ended question into a closed-ended one.

Step 4: Prioritize Your Questions

a) Choose the three most important questions from your list. Mark them with an “X.”

b) What were your reasons for selecting those three?

c) What are the numbers of your priority questions?

Step 5: Establish Next Steps

How will you use your questions?

Step 6: Reflect

What did you learn?	What value does it have?