

Name value of each type of question:

Advantages and disadvantages of asking Closed-Ended questions.
Advantages and disadvantages of asking Open-Ended questions.

Change questions from one type to another.

Change closed-ended questions to open-ended.
Change open-ended questions to closed-ended.

PRIORITIZE YOUR QUESTIONS

Choose your three most important questions:

-
-
-

Why did you choose these three as the most important?

NEXT STEPS:

How are you going to use your questions?



www.rightquestion.org

©2001 - 2011 The Right Question Institute

The Right Question™ Institute encourages you to make use of and/or share the Question Formulation Technique™ (QFT™). To do so the QFT™ is offered under a [Creative Commons Attribution-NonCommercial-ShareAlike License Version 3.0 \(the "License"\)](#). The License governs the use of the QFT™ and includes limitations that, among others, permit use of the QFT™ only for non-commercial purposes. You can review the complete terms of the license at the above link, or, for a short summary of its terms visit our [Terms of Use](#) page.

The Question Formulation Technique™

PRODUCE Your Own Questions

IMPROVE Your Questions

PRIORITIZE Your Questions

PRODUCE YOUR QUESTIONS

Four Essential Rules for Producing Your Own Questions:

1. Ask as many questions as you can
2. Do not stop to discuss, judge or answer the questions
3. Write down every question exactly as it is stated
4. Change any statement into a question

IMPROVE YOUR QUESTIONS

Categorize the questions as Closed or Open-Ended:

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.

Mark Closed-Ended questions with a “C”

Mark Open-Ended questions with an “O”