

Guide to Asking Effective Questions

Before you ask a question

Preparation is key. Take a moment to reflect before you ask.

- Are you sure your question hasn't been answered in the meeting materials?
- Why are you asking it?
 - You may discover you don't actually have a good reason.
 - If you have a clear idea of what you want to accomplish it will help you structure your question to get a better answer.
- What kind of answer do you want?
 - Yes or no answer
 - Clarification of facts
 - Presenter's opinion
- Would it be better to email your question?

Strategies for asking effective questions

<i>Come prepared</i>	Read the materials in advance and understand your role as a representative.
<i>Ask questions respectfully</i>	You will be more successful if you treat others with the respect you wish to be treated with yourself.
<i>Draw from your own expertise</i>	Draw from skills you're learning in your studies to structure coherent, meaningful questions.
<i>Listen carefully</i>	Don't cause repetition, and listen to others to learn how to say what you want and get the best reaction.
<i>Practice</i>	Ask lots of questions, learn by trial and error.

Basic Question Theory

How do you get the kind of answer you're looking for?

<p>Open Question Deeper, more complex answers.</p> <p>Closed Question Specific answers.</p>	<p>Factual Question Data or clarification.</p> <p>Evaluative Question Assessment of strengths, weaknesses, or progress.</p> <p>Interpretive Question Opinion or speculation.</p>	<p>Hypothesis Testing You think you already know the answer but want to test it.</p> <p>Leading Question Lead the respondent to a particular answer.</p>	<p>Convergent Question Has one answer.</p> <p>Divergent Question Has multiple answers.</p>
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