

The Question Formulation Technique™ (QFT™)

- **Produce Your Own Questions**
 - **Improve Your Questions**
 - **Prioritize Your Questions**
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USE A FOCUS or Question Focus to ask questions about.

PRODUCE YOUR QUESTIONS

Four Essential Rules for Producing Your Own 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

IMPROVE YOUR QUESTIONS

Categorize the questions as Closed or Open-ended:

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

Find closed-ended questions. Mark them with a “C.”
The other questions must be open-ended. Mark them with an “O.”

Discuss the value of each type of question:

Advantages & disadvantages of closed-ended questions
Advantages & disadvantages of open-ended questions

Change questions from one type to another:

Change one closed-ended question to open-ended.
Change one open-ended question to closed-ended.

PRIORITIZE YOUR QUESTIONS

Choose your three most important questions:

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Why did you choose these three as the most important?

What are the numbers of your priority questions?

DISCUSS NEXT STEPS

How are you going to use your questions?

REFLECT

What did you learn?

How can you use what you learned?