**The Question Formulation Technique (QFT)**

***PRODUCE*** *Your Own Questions*

***IMPROVE*** *Your Questions*

***PRIORITIZE*** *Your Questions*

**QUESTION FOCUS**

***Four 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

Use a focus or Question Focus to ask questions about.

**PRODUCE YOUR QUESTIONS**

Make a list of questions about the question focus.

* Follow the four essential rules for producing questions

**IMPROVE YOUR QUESTIONS**

Categorize your questions as Closed or Open-ended:

* Find closed-ended questions. Mark them with a “C.”
* Find open-ended questions. Mark them with a “O.”

Discuss the value of each type of question:

***Open-ended and closed-ended questions:***

* 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.
* 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:

* Why did you choose these three as the most important?
* What are the numbers of your priority questions?

**DISCUSS NEXT STEPS**

***Next Steps Action Plan:***

In order to answer your priority question(s)…

* What **INFORMATION** do you need to **know**?
* What **TASKS** do you need **to do**?
* How are you going to use your questions?

**REFLECT**

* What did you learn?
* How can you use what you learned?

**Process for Facilitating**

**the Question Formulation Technique (QFT)**

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| --- | --- |
| QFT STEP | PROCESS |
| Introduce the Process | Tell your participants that you will be giving a focus for asking questions or Question Focus but that first there are some rules to review and discuss.  |
| Discuss the Rules  | Ask participants to review the rules and discuss what might be difficult about following the rules.  |
| Introduce the Question Focus  | Introduce the Question Focus. Tip: You don’t need to explain it or give any additional information.  |
| Producing Questions  | Ask participants to produce as many questions as they can while still following the rules. Be sure that participants number their questions. |
| Categorizing Questions  | Ask participants to: 1. Identify their closed and open-ended questions.* Label closed-ended with a C
* Label open-ended with an O

2. Name advantages and disadvantages of asking closed-ended  questions.3. Name advantages and disadvantages of asking open-ended questions.4. Change questions from one type to another.  |
| Prioritizing Questions | Ask participants to choose priority questions keeping the QFocus in mind. Example instructions: “Choose the three questions you consider most important.”After they choose priorities, ask them to be ready to provide a rationale for choosing and to identify the numbers of the priority questions. |
| Report out | Ask participants to share:* The questions they changed, their priority questions and their rationale for choosing those questions.
* The numbers of the priority questions- where in the original sequence of questions were the three priority questions asked.
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| Naming Next Steps  | Let participants know about next steps to be taken with the questions OR discuss the next steps with the class. |
| Reflecting | Example reflection questions: * What they have learned.
* How they have learned it.
* How they can use what they have learned.
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