

## 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?***