The Question Formulation Technique (QFT)

- **Produce Your Own Questions**
- **Improve Your Questions**
- **Prioritize Your Questions**

**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:*

- 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?*