

Some tips on asking questions

Why is asking the right questions important?

Asking the right questions is important to help you receive the information you seek. It's important to ask specific questions as you likely want and listen for a specific answer. Asking the wrong question may provide you with the wrong answers, causing confusion or other issues.

Think about what you want to know

Think about what you hope to learn. Questions that are more specific can often elicit more specific answers. Deciding what you want to know may help ensure you ask the right questions.

Determine the purpose of your question

Determine why you want to ask this question. Think about what kind of answer you want to receive. Consider if you want to receive advice, a fact-based answer, or someone else's opinion or perspective.

Develop an open-ended question

Create an open-ended question related to what you want to know. Open-ended questions refer to any question that a person may not answer with a simple "yes" or "no" answer. Also, open-ended questions may help the person who you have questions for feel more comfortable as you do not limit their response.

Ensure your question is easy to understand. Evaluate your question to determine if it is unbiased. Be sure to focus your question on only one topic to help avoid confusion.

Avoid asking rhetorical questions

A rhetorical question is a question or statement asked without expecting an answer. People often ask rhetorical questions for dramatic effect or to emphasize a point. However, these questions rarely provide helpful answers. Instead, focus on developing questions designed to receive answers and new information.

Source: <https://www.indeed.com/career-advice/career-development/asking-the-right-questions>