

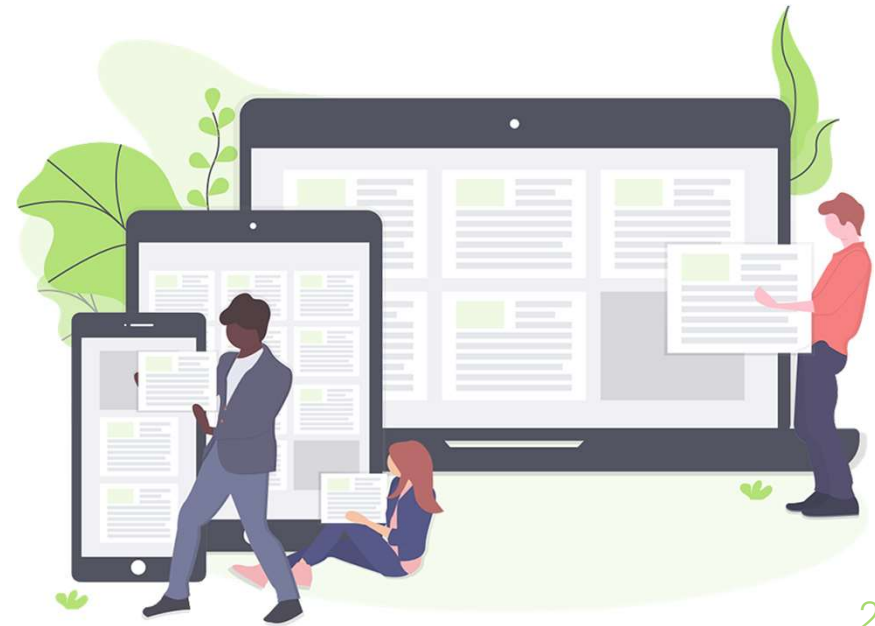
# Smart Questions in Daily Work



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# What is smart question ?

- Asking questions is a common aspect of many professionals' daily tasks. Questioning is a skill that can be honed to make conversations more productive.
- It can help you understand more about their company, responsibilities and profession. Understanding how to ask intelligent, in-depth questions can help you form strong professional relationships and expand your professional expertise.



# Why smart question is Important ?

Smart questions are important because they can help you ask for specific information and get detailed answers. They can also help you show your knowledge because they give you the opportunity to demonstrate what you already know. Some other benefits of asking smart questions are:

- Helps form strong interpersonal relationships
- Expands your job proficiency
- Teaches specialized industry knowledge

# How to ask smart questions

## 1. Think about what you already know

- Reviewing your existing knowledge on a subject can help you pinpoint any gaps. This introspection helps you determine what type of questions to ask. Sometimes, your previous job knowledge can even help you discover the solution to your question

# How to ask smart questions

## 2. Confirm what you want to learn

- Determining what you want to know more about can help you form smart questions. For example, you might be knowledgeable about certain safety regulations relating to your position, but you want to learn more about the safety regulations that apply to the whole organization. This gives you an idea of what type of information to ask your manager, peers or safety personnel.

# How to ask smart questions

## 3. Create a draft of your questions

- Writing your questions down can help you identify ways to improve the quality of the request. This can ensure you're asking precise questions to encourage the answers you want to hear. Writing your inquiries can help you remember them during interviews, training sessions or company meetings. Outlining your question might address some components of your inquiry and provide a framework to refine and simplify your question.

# How to ask smart questions

## 4. Refine your questions

- Adjusting your queries to more clearly convey what you want to know can lead to better answers by helping the person you're talking to better understand your request. Using the draft, analyze your word choice to determine if they effectively convey your question.

# How to ask smart questions

## 5. Ensure simplicity

- Directness can improve the quality of your discussion. Condensing your query into one well-phrased question can increase the likelihood of getting the answer you want. Understanding how much the other person knows about the subject can also help you simplify your questions. This allows you to quickly ask the questions without taking time to explain the topic.



# How to ask smart questions

## 6. Ask your questions confidently and politely

- Being confident can help show your team you understand what you know and that you're dedicated to filling your knowledge gaps. This may also strengthen the relationship between you, your team or your manager. It shows that you trust their insights and recognize their expertise.
- Finding the right time to ask your questions can ensure the other party has plenty of time to answer fully. This can help you show your team or manager you respect their time.

# Thanks!

## Any questions?

