

Tool asking questions

Training students on IQA and EQA

Tuesday 11 September 2012

Time: 15.30-16.30

Document 4

Good questions

- Questions are clear and to the point
- Only one question at the time
- Questions are unambiguous, double meaning
- Follow up questions: can you give me an example, why, what, when, where, which, how
- Open questions
- No judgement in the questions

Good way of asking questions

- Be respectfull
- Be interested (attitude)
- Be open
- Watch your
- Listen-paraphrase-follow up questions

Attitude (body language)

- Active and open attitude
- Way of talking: firm
- Use of the voice
- Expression of the face
- Eye contact