



Asking the Right Questions

One-Day Workshop

Asking the Right Questions

Workshop Overview

Do you stumble over your structures when asking questions? Do you lack confidence in asking the right question at the right time? Do you want to consolidate and expand your range of questioning techniques to help you in your professional working life?

If you answered yes to any of the above questions, this course is for you!

Asking the right questions is key to effective communication and exchanging information. By using the right questions in a certain situation you can improve a whole range of communications skills: you can gather better information and learn more, you can build stronger relationships, and you can manage people more effectively.

‘Asking the Right Questions’ is made easy with this fast paced and engaging one-day workshop!

This course is for you if you want to learn when and why we use certain types of question structures, feel confident when interacting with other English-speaking professionals, and get plenty of hands-on practice using key questioning techniques, to get the answers you need, through interactive and engaging activities.

Requirements

The workshop is aimed at participants with a B1-C1 level of English.

We are flexible and deliver this workshop as a complete one-day workshop or two half-days.

Asking the Right Questions

Content and Learning Outcomes

Content

- **Introduction:** The importance of applying the right question at the right time.
- **Back to Basics:** focus on structure.
- **Open and Closed Questions:** compare and contrast the different uses and outcomes.
- **Probing Questions:** finding out details and gaining clarification.
- **Leading Questions:** getting the answer you want and closing.
- **Rhetorical Questions:** engaging your listener.
- **Responding to Questions:** getting your answer right.

Learning Outcomes

By the end of the workshop you will have:

- Learnt some essential questioning techniques that you can put into practice immediately in your day-to-day working life.
- Understood the difference between different types of questions and the way they affect your communication with others.
- Developed your confidence in using questions in a professional context.
- Put new language into practice with hands-on interactive activities.

Contact Us

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