

## OPEN-ENDED QUESTIONS

<b>Opening:</b>	What would you like to talk about today? What's on your mind? Where would you like to start? What have you been thinking about since we last talked?
<b>Alternatives:</b>	What are the possibilities? If you had your choice, what would you do? What are the possible solutions? What if you do and what if you don't? What could you do differently?
<b>Appraisal:</b>	How do you feel about it? How does it look to you? What do you make of it all? What do you think is best? What is your basic concern?
<b>Background:</b>	What led up to _____? What have you tried so far? How did it happen? Fill me in on the background.
<b>Clarification:</b>	What if this doesn't make sense to you? What seems to confuse you? Please explain what you mean by _____? What do you make of it all?
<b>Description:</b>	What was it like? Tell me about it? What happened? Please describe it in your own words?
<b>Evaluation:</b>	In what way? How is the good or bad or in between? According to your own standards, how does it look? How would you evaluate all of this?
<b>Exploration:</b>	How about going into that a little deeper? Let's explore that some more. What other angles you can think of? What were your reactions to these things?
<b>Examples:</b>	Give me an illustration? Give me an example? For instance? Like what?

- Perspective:** What are your ultimate objectives?  
What would you like to be doing five years from now?  
Where will this lead?  
How does this relate to your other problems and successes?  
Where did this come from?
- Planning:** How do you suppose you could improve the situation?  
What do you plan to do about it?  
What could you do in a case like this?  
What plans will you need to make?  
What plans have you thought about?  
Who could help you with your plans?
- Predictions:** How do you suppose it will all work out?  
Where will this lead?  
What if you do or what if you don't?  
What are the chances of success?  
How would you like it to work out?
- Reasons:** How is it that you feel that way?  
How do you account for this?  
What reasons have you come up with?  
What is the logical solution to this?  
What makes sense to you?
- Relation:** How does this fit in with your plans?  
How would you describe our discussion to someone else?  
Please review for me.  
What do you think this all amounts to?
- Taking Action:** What are you going to do about it?  
Where do you go from here?  
What are your next steps?  
How do you plan to start?
- Other:** What can you do differently?  
How could you do that differently?  
If you had a "magic wish," what would be different?  
What would you be doing differently?
- Why Questions:** Be careful of "why" questions as they can lead to blame or perceived accusations.  
How did that come about? Or How did that happened" are more effective than "why" questions.

Avoid Closed Ended Questions: Did you...? Are you...? Will you...?

Supplemental Handout

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