Rick Ryding, adapted by Matt Price

**How to Ask Questions**

**Avoid close-ended questions** – requires yes or no answer. Did you read the Bible today?

**Use Open-ended questions** – requires a thoughtful response. How often should someone read the Bible today?

(Note: Not “How often do you read the Bible?”—that’s too specific and might be taken as rude by someone)

Other types of questions:

**Rhetorical** – requires no answer: How many times does the sun rise every day?

**Overhead** – anyone can anwer (Ask the question, count to five; or ask for a volunteer to answer)

**Direct** – aimed at one person

1. Name the person to answer
2. Pause (count to 3)
3. Ask question
4. Wait for response (count to 3)

**Combined** – pose question to group, then pick someone to respond

1. Ask question
2. Pause (count to 3)
3. Name person to answer

**Relay** – “Bob, how would you respond to Tom’s question/remark?”

**Reverse** – “Jim, how would you answer your own question?” or “What do you think the answer is?”

**Chain** – “Jane, do you agree with Jim? Explain why or why not.”

**Questions Do’s & Don’t’s**

**Do . . . Don’t . . .**

Plan questions (write them down) Don’t wing it

Ask questions equally Don’t question only one or two persons

Use direct questions to focus study Don’t use questions to punish

Use easy questions early Don’t start with difficult questions

Avoid leading or yes/no questions Don’t over use “yes/no” questions

**How to Respond to Questions**

1) Focus on content and intent

2) Acknowledge question (“Thanks for that good question.”)

3) Clarify what was asked (“Help me understand what you’re asking.”)

4) Verify what they want to know (“Are you asking about [this idea]?”)

5) Admit you don’t know a response when you don’t know

**How NOT to Respond to Questions**

1) Do NOT show emotions or feelings (don’t be upset or laugh at a question)

2) Do NOT be unresponsive, acknowledge the question

3) Do NOT avoid question, use relay, redirect or chain questions, but do not sidestep questions)

4) Do NOT put down the person asking the question

**What if I panic in front of everyone?**

Remember:

**You’re in Charge**—Be confident in what you’re doing and saying. Then, people will listen to you.

**Eye Contact**—Look directly at people and it will show your confidence.

**Think “Wow” not “How”**—Have fun and so will others

**Lose yourself**—Don’t think about how you look and sound, think about the subject.

**Prepare**—if you prepare, you will be less likely to panic or worry

**Eight Dynamic Closings**

1. Summarize (Tell them what you told them)
2. Highlight key points
3. Call to action