



Activity: Open and Closed Questions

Working in pairs, write a “c” or an “o” beside each of the following questions to indicate whether they are open or closed questions. Then, select three open and three closed questions and discuss whether the appropriate type of question was used, considering the topic and purpose.

- [] 1. Did you arrive late this morning?
- [] 2. What did your previous supervisor ask you to do about scheduling?
- [] 3. Don't you know how you screw things up when you do it that way?
- [] 4. What is your response to the new overtime policy?
- [] 5. How is this going to improve production?
- [] 6. Did that fork lift break down again?
- [] 7. Do you know how to use this computer?
- [] 8. Why is this weld not working?
- [] 9. Did you do what I told you to?
- [] 10. Do you want to retire?
- [] 11. What are the advantages of using them as a supplier?
- [] 12. Why do you think that he is the best one for the job?
- [] 13. Is this training any good?
- [] 14. Did you turn off the switch?
- [] 15. Does anyone else in Accounting know about this?



Facilitator's Notes:

The intent of this activity is to determine, "When is this an appropriate question to ask?" i.e., When is it appropriate to ask a closed or an open question.

Working in pairs, write a "c" or an "o" beside each of the following questions to indicate whether they are open or closed questions. Then, select three open and three closed questions and discuss whether the appropriate type of question was used, considering the topic and purpose.

- [c] 1. Did you arrive late this morning?
- [o] 2. What did your previous supervisor ask you to do about scheduling?
- [c] 3. Don't you know how you screw things up when you do it that way?
- [o] 4. What is your response to the new overtime policy?
- [o] 5. How is this going to improve production?
- [c] 6. Did that fork lift break down again?
- [c] 7. Do you know how to use this computer?
- [o] 8. Why is this weld not working?
- [c] 9. Did you do what I told you to?
- [c] 10. Do you want to retire?
- [o] 11. What are the advantages of using them as a supplier?
- [o] 12. Why do you think that he is the best one for the job?
- [c] 13. Is this training any good?
- [c] 14. Did you turn off the switch?
- [c] 15. Does anyone else in Accounting know about this?

You have to choose your questions carefully, in order to get your need met.