

## Asking questions

Gathering information is a fundamental human activity - we use information to learn, help us solve problems, support our decision-making processes, and understand each other better.

Questioning is the key to getting more information, and without it, interpersonal communication can fail. Asking questions is fundamental to effective communication - we all ask questions and receive them in an interview.

While the list below is not intended to be exhaustive, it highlights the main reasons for asking questions in common situations.

- For information:

The primary function of the question is to get information - "What time is it?"

- To help you stay in control of the conversation

When you ask questions, you are in control of the conversation, assertive people are more likely to take control of the conversation by trying to get the information they need by asking questions.

- Express an interest in the other person

Asking questions allows you to find out more about the respondent, it can be useful when trying to build a relationship and show empathy, or simply get to know the other person better.

- To clarify the point

Questions are commonly used in communication to clarify something the speaker has said. The questions used as clarification are necessary to reduce misunderstandings and thus to communicate more effectively.

- To investigate the personality and / or difficulties that the other person may have

The questions are used to find out about the feelings, beliefs, opinions, ideas and attitudes of the interviewee. They can also be used to better understand problems that may be faced by another person - such as a doctor trying to diagnose a patient.

- To test knowledge

The questions are used in various types of quizzes, tests and exams to test the respondent's knowledge. For example, "What is the capital of Poland?"

- To encourage further reflection

Questions can be used to encourage people to think more deeply about something. Questions can be formulated in such a way as to get a person to rethink the topic in a new way. "Why do you think Warsaw is the capital of Poland?"

- In group situations

Asking questions in group situations can be very useful for a number of reasons, such as involving all members of the group, encouraging more discussion on a topic, and keeping attention by asking questions without warning. These examples can be easily linked to the class of students.

Being an effective communicator has a lot to do with the way you ask questions. Once you've decided on the purpose of your question, ask yourself a few questions:

- What kind of question to ask
- Is the question appropriate for the person / group?
- Is this the adequate time to ask a question?
- How do I expect the respondent to respond?

<https://www.skillsyouneed.com/ips/questioning.html>

