

Appendix A: Questioning Guide

Appendix A2: Question-Asking Guide ⁸

Question-Asking Guide


The Question-Asking Guide contains features that help students enhance their questioning ability so that they can formulate evaluative and reflective questions for their own writing and the process of which usually foster learning, thus, achieving the goals of writing to learn.

Steps:

1. Write a few questions on a topic
2. Evaluate each question using the following two criteria:
 - a. whether it mainly concerns factual recall or requires integration of information; and,
 - b. whether it is limited to the topic or encourages thinking that extends to other topics or even disciplines.
3. Improve the questions with the help of the tips highlighted below:
 - a. Tips for upgrading your questions
 - i. ask questions about the relationship between concepts (e.g. how one affects the other; why things turn out as they do, etc.);
 - ii. ask questions about the possible connections between the material and everyday events, past experience and other topics;
 - iii. ask questions about the possibility of alternatives or further development based on information available; and,
 - iv. challenge the assumptions of a statement, theory, question, etc.

⁸ Adapted from EDC's Learning to Learn Network, The Hong Kong Polytechnic University, at http://www.polyu.edu.hk/learn-to-learn/teacher/_contents/htm/fs_g1.htm .

b. Action verbs for thinking ranging from low level to high level

Level	Action Verb
High	Create, Develop, Hypothesize, Theorize, Generalize, Criticize, Justify, Evaluate, Reflect ...
	Apply, Relate, Explain, Analyze, Illustrate, Discuss, Compare, Contrast ...
Low	Summarize, Outline, Report, Describe, List, Identify ...

Question asking in tutorial *When there are no questions...*

Hate to face complete silence when you are looking for a question from the class? The Question-asking Guide offers you a solution to this scenario.

Here is a set of sample instructions for students:

Question asking in tutorial

Instructions

Objectives of the exercise:

This activity serves a dual purpose: first to help you come up with thought-provoking questions for discussion in the tutorial; second to stimulate higher order thinking through generating questions, as generating such questions necessitates thinking at a higher level.

In pairs or in threes:

1. Each person will set a question.
2. Exchange questions among your partners to rate the level of your questions.
3. Refer to the action verbs for thinking at various levels.
4. Discuss in your group and upgrade the level of your questions if needed.
5. Discuss the reasons of asking those questions. Hint: Why do you think it is important to ask this question? What implications would it lead to?

How will your questions be used:

Your teacher will invite you to share with the class your questions and the reasons your group come up with. The question will serve as topics of discussion.

By doing this exercise, you will:

- ☺ have better understanding of the topic in relation to other similar topics
- ☺ learn to generate questions that would stimulate thinking in yourself and others

Notes to teachers:

This method can also be used **in mass lectures** (Students sitting in a row can form groups of three or work together in pair). Since understanding the worksheet takes time, it is advisable to have your students familiarise with the design of the worksheet beforehand. This can be done through:

- Tutorials, i.e. use as the example suggests
- Spend 20 minutes or so at the beginning of a semester

There are many interesting ways for **sharing the questions** raised by students. For example:

- Ask students to write their questions on flipchart or large pieces of paper and post them on the walls
- Go around the class, ask each group to read out one question at a time, and you record it on the board

Tutorial preparation *Never fail to ask*

Formalise the preparation for tutorial by having students to prepare a question with the Guide. Collect the questions at the beginning and select from them topics for discussion. Ask students to share their opinions on the questions.

Here is a set of sample instructions for students:

Tutorial preparation
Instructions

Objectives of the exercise:

A good way to make tutorials productive is to raise questions for discussion. This worksheet provides guidelines to help you come up with thought-provoking questions for this purpose.

For the preparation for the tutorial, you are required to:

1. Write a question(s) about the topic on the worksheet or on a blank sheet of paper.
2. Refer to the instructions on the worksheet and upgrade the level of the question(s) as needed.
3. Do aim for a reasonably high level question.
4. Write down the reasons of asking this question(s).
Hint: Why do you think it is important to ask this question? What implications would it lead to?

And in the tutorial...

Your worksheet will be collected at the beginning of the tutorial to form a pool of discussion topics. Or, you will be asked to present your questions and the reasons you come up with, which then will be used as the topic for discussion.

By doing this exercise, you will:

- ☺ have better understanding of the topic in relation to other similar topics
- ☺ learn to generate questions that would stimulate thinking in yourself and others

Assignment *Free questions, good questions*

Allowing the freedom of deciding the question is a good way to motivate students in doing their assignments. This practice is not unusual for assignment and fairly common for project. However, how could the students be sure of the quality of their questions? One way is to use the Question-asking Guide to fine-tune the question.

Here is a set of sample instructions for students:

Assignment
*Instructions***Objectives of the exercise:**

The objectives of this exercise are to generate a question that is of your interest which can be used as a question for the assignment / project.

In this assignment, you are required to:

5. Set a question for the topic.
6. Evaluate and fine-tune your question following the instructions on the worksheet.
7. Write a few sentences about the refinement/improvement you have made to your original question. Pay special attention to whether the question is of a breadth and depth appropriate for the assignment.
8. Consult your teacher on the appropriateness of the question for the assignment / project before finalising it
9. Proceed with your assignment / project using the finalised question

Date of submission:

(Date) (Please hand in the worksheet along with your answers)

By doing this assignment, you will:

- ☺ develop the ability to monitor the quality of your own thinking
- ☺ achieve deeper thinking and understanding of the topic
- ☺ enhance your ability and confidence in raising constructive questions

Comment and feedback

You might want to give some feedback and comments on the questions. Regarding this, we have the following suggestions:

- Keep the comment positive
- Include a comment or statement that takes the question one step further (e.g. “Your question makes me wonder...”)

Question-Asking Guide

Topic: _____

Question	Criteria								
<p>Example – Topic: Impact of US economy on HK Q: How would the rise in US interest rate affect the HK stock market? *E: To answer this question, one has to understand the relationship between interest rate and stock price and apply that to the situation described. This requires quite a high level of processing, while it does not go beyond the topic.</p>	<table border="0"> <tr> <td data-bbox="1005 481 1117 548">Recalling information</td> <td data-bbox="1117 481 1404 548">Integrating information</td> </tr> <tr> <td colspan="2" data-bbox="1005 560 1404 582">_____</td> </tr> <tr> <td data-bbox="1005 604 1117 672">Focusing on the topic</td> <td data-bbox="1117 604 1404 672">Going beyond the topic</td> </tr> <tr> <td colspan="2" data-bbox="1005 683 1404 705">_____</td> </tr> </table>	Recalling information	Integrating information	_____		Focusing on the topic	Going beyond the topic	_____	
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Focusing on the topic	Going beyond the topic								

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Recalling information	Integrating information								

Focusing on the topic	Going beyond the topic								

*E: Evaluation of the question