

# Requirements Facilitation Questioning Techniques



Type	Explanation	Example
Analyze	to express a personal understanding of concepts, facts, cause & effect.	"Would you please <i>break that down for me</i> , so I can understand further?"
Checking	to ensure there is no misunderstanding.	"Will you share with me your understanding of what we just discussed?"
Classify	to attempt to organize facts related to a given subject.	"It would certainly help me organize my thinking if you would please classify those points."
Compare	to reveal knowledge & understanding of similarities & difference in facts.	"Can we compare that statement to the one we reviewed earlier please?"
Define	to understanding the interpretation of the term.	"To help me to understand, can you define that term for us?"
Describe	to select & define features which characterize a condition, situation or process.	"Can you describe a typical situation to which this might apply?"
Discuss	to examine a subject by extending its application	"Let's explore the implications & ramifications of this."
Explain	to clarify by demonstrating a degree of understanding.	"Can you tell us how you arrived at that conclusion?."
Illustrate	to provide examples which will clarify the subject.	"Can anyone give me an example or two of how this would work?"
Prompt	to get more quantity	"What else?"
Probe	to get more quality	"How do you mean?"
Redirect	to change the subject back to the point of discussion	"Good point, can we put that on the issues list?"
Restating	to demonstrate that you have understood.	"In other words...."
Review	Recap or Survey	"Can we please review the points that we have covered so far?"
Verify	Supply information to support a statement.	"How can we verify that this is indeed the case?"