

Questioning and Listening Workbook 4

Activate your true potential today!



Freedom Learning - for everyone for life!

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Key Points Summary

- **Funneling (Probing):** Deepen each thread of conversation by asking successive “why/how/what” questions.
 - **Acknowledgement:** Demonstrate active listening by paraphrasing and validating what you’ve heard.
 - **Open vs. Closed Questions:** Use open-ended stems (What/Why/When/How/Where/Who) to explore; closed to confirm.
 - **Preparation & Focus:** Eliminate distractions and set a clear learning objective before you begin.
 - **Curiosity Mindset:** Channel your inner five-year-old—ask, listen, and learn relentlessly.
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1. Exercises

Choose someone you know and a topic to explore (e.g., favorite holiday, hobby, sports team).

2. Design 3 Funnels

- **Example (Hobby: Painting)**

- Q1: "What first drew you to painting?"
- Q2: "How did you learn your technique?"
- Q3: "What's your favorite medium and why?"
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Funnel 1	Funnel 2	Funnel 3
Funnel Subject	Funnel Subject	Funnel Subject
<input type="text"/>	<input type="text"/>	<input type="text"/>
Funnel Question	Funnel Question	Funnel Question
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Conduct the Chat

- Stay on one funnel thread at a time.
- Use each answer to fuel your next deeper question (aim for 5+ layers).

4. Capture Insights

Insights

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- **Why:** Validates speaker, builds trust, and opens space for clarity.
 - **When:** After every 2–3 funnel questions.
 - **How:** Use short paraphrases or validations:
 - “Ah, so you find ____ most rewarding.”
 - “It sounds like ____ was particularly meaningful to you.”
 - “Just to recap, you value ____ when ____.”
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Activities

1. Role-Play Practice

- Pair up and take turns being “Interviewee” and “Interviewer.”
- The interviewer must use three distinct funnels and at least two acknowledgements.

2. Question Audit

- Over the next two days, jot down every open vs. closed question you ask in conversation.
- Review which yielded deeper insights.

3. Observation Lab

- Observe a meeting or casual chat (in person or video) and tally instances of effective acknowledgement and probing.
- Reflect on how it shaped the flow.

4. Journaling

After each real-world exercise, spend 5 minutes noting what worked, what stalled, and how you'd refine your questions next time.

Reflections

1. **Depth Gained:** How did funneling change the richness of what you learned?

Notes

2. **Engagement Impact:** In what ways did acknowledgement affect your partner's openness?

3. **Surprising Discovery:** Which question yielded an unexpected insight?

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Action Plan

- **Daily 5-Minute Practice:** Spend five minutes each day probing one topic with someone.
 - **Question Cheat-Sheet:** Keep “What/Why/When/How/Where/Who” prompts handy.
 - **Reminder Alerts:** Set a periodic alarm labeled “Acknowledge!” to practice paraphrasing in real time.
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Final Summary

You've now mastered the final pieces of effective questioning and listening: Funneling: Go deeper with every answer, staying within the same topic thread. Acknowledgement: Paraphrase and validate to confirm understanding and build rapport. Balanced Questions: Blend open-ended exploration with closed confirmations. Prepared Focus: Eliminate distractions and approach each conversation with clear intent. Curiosity Drive: Never lose the learner's mindset—ask follow-ups, listen actively, and keep probing.

Good luck, and keep practicing !

Inspiring Quote “Great conversations are not born of questions alone, but of the curiosity, focus, and care with which we listen to every answer.”

Congratulations on completing this series! Carry these skills into every dialogue—your ability to connect, understand, and influence will soar.