

TED questioning technique

The TED technique is a way of asking questions that require an open answer. They're useful for getting more information from someone or for getting a deeper understanding of what they're saying.

TED stands for

Tell
Explain
Describe

Starting a question with one of these will make sure the question is open and is likely to get a more detailed answer.

For example, instead of asking "Are you cleaning the windows?" which would require a "yes" or "no" reply, you could say:

"Tell me about what you're doing with those windows."

Instead of saying "Why did you miss that deadline?" which could cause a defensive answer, you could say:

"Explain to me what happened that meant you missed the deadline."

Instead of saying "When did you last do an audit of your files?" which could require only a specific date or time, you could say:

"Describe the last time you did an audit of your files."

In your next conversation, practise using the TED technique for your questions and see how it impacts the quality of answers you're given.

