

LEAD Rotary Fellowship presents

HOW TO ASK GREAT QUESTIONS

Join us for a facilitated discussion with

ALICIA HANNON DOUGLAS

Rotary Club of Rockville, MD
District 7620

March 21st, 2026
at 5 PM Los Angeles



A Guide for Rotary Leaders Worldwide

SETTINGS

WHERE TO ASK GREAT QUESTIONS?

Forums

Rotary discussions, panels, open Q&A

Group Settings

Club meetings, committee discussions, trainings

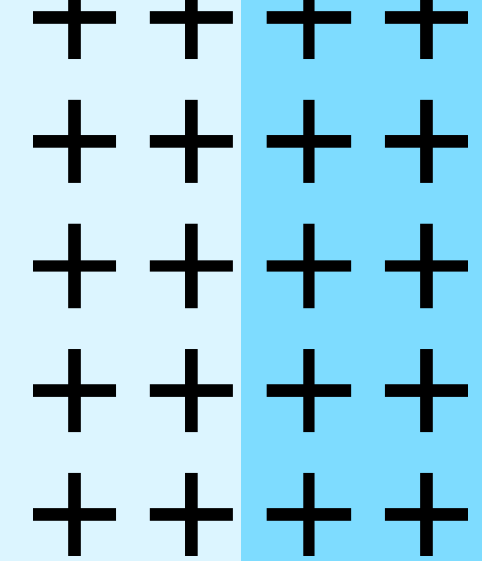
*Live
Presentations*

Conferences, keynote sessions, webinars

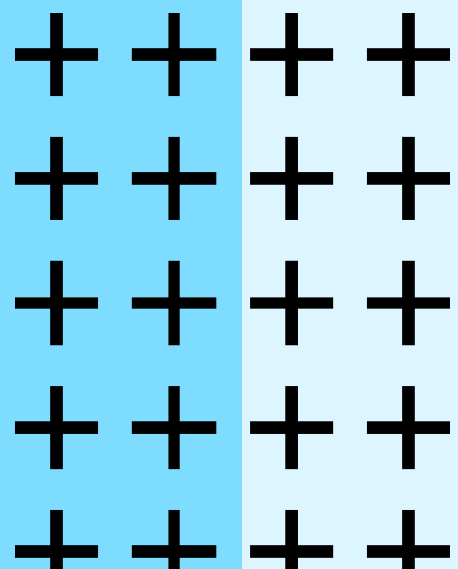
IF THERE'S A SPEAKER AND AN AUDIENCE,
THESE RULES APPLY

6 STEPS

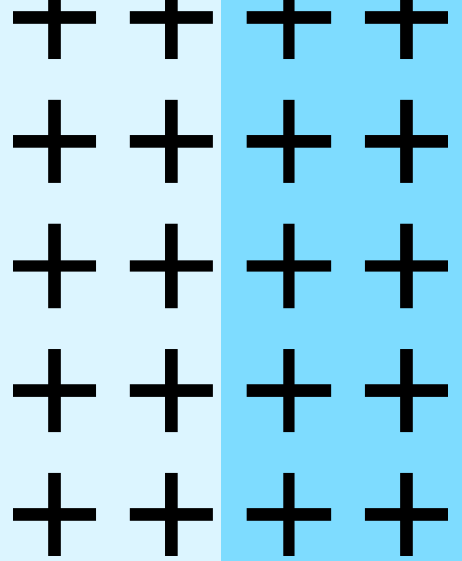
TO ASKING GREAT QUESTIONS



- ✔ Step 1: Listen Actively
- ✔ **Step 2: Write Your Question First**
- ✔ Step 3: Ask Early
- ✔ Step 4: Ask One Question
- ✔ Step 5: Professional Presence
- ✔ Step 6: Follow Up



STEP 1: LISTEN ACTIVELY



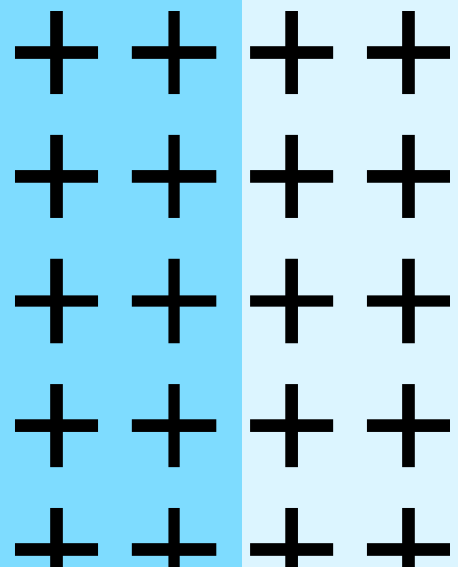
- What surprised you?
- Take notes on unexpected insights, new perspectives, or information that challenges your assumptions



- What confused you?
- Mark areas where you need clarification, terms you don't understand, or concepts that seem unclear



- What connects to your experience?
- Identify moments that relate to your club, district, or personal Rotary journey





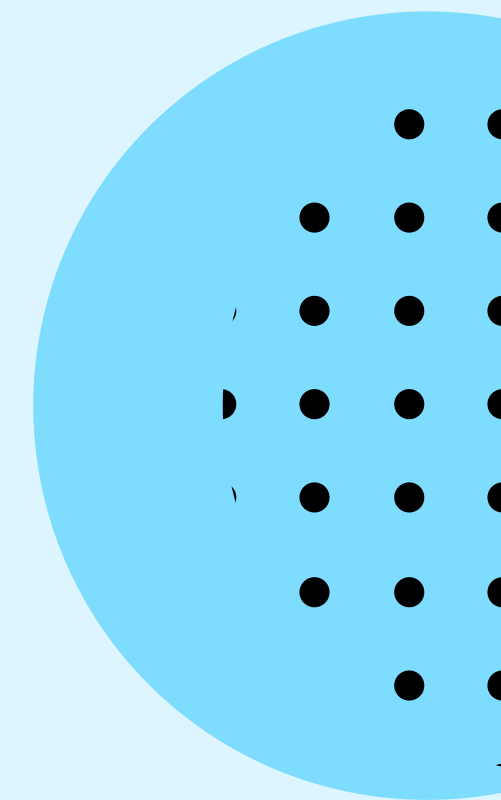
STEP 2: WRITE YOUR QUESTION FIRST

STRUCTURE

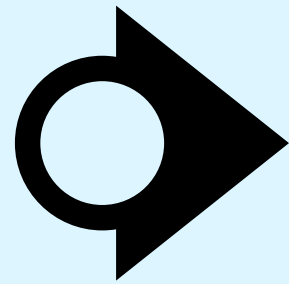
- 10-second introduction
- Reference something the speaker said
- Ask one clear question

EXAMPLE

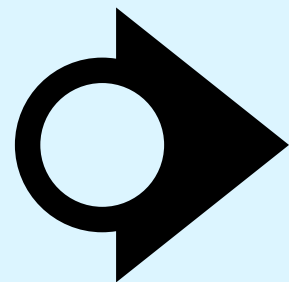
"Hello, I'm Alicia Hannon Douglas, Chair of the Membership Committee for my club, in Rotary District 7620 in Maryland. Thank you for presenting inspirational success stories about Rotary clubs with the most membership growth. You mentioned membership growth through community partnerships. What partnerships have been most effective for your club?"



STEP 3: ASK EARLY

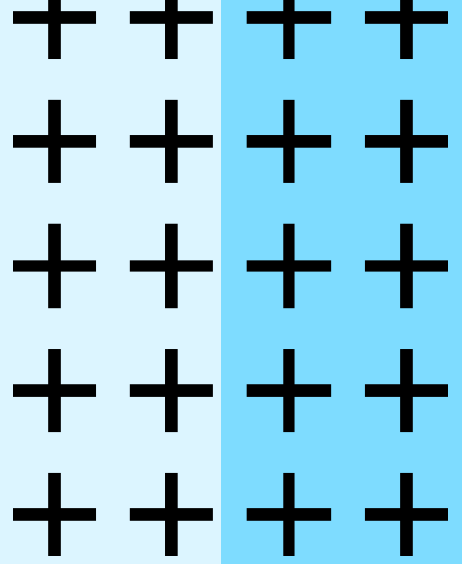


- The first and last questions are most memorable
- Questions at the beginning set the tone for the Q&A session
- Questions at the end leave a lasting impression on the speaker and audience



- Tip: Try to go first
- Raise your hand immediately when the floor opens
- Being prepared with your question written down gives you the confidence to speak up quickly

STEP 4: ASK ONE QUESTION



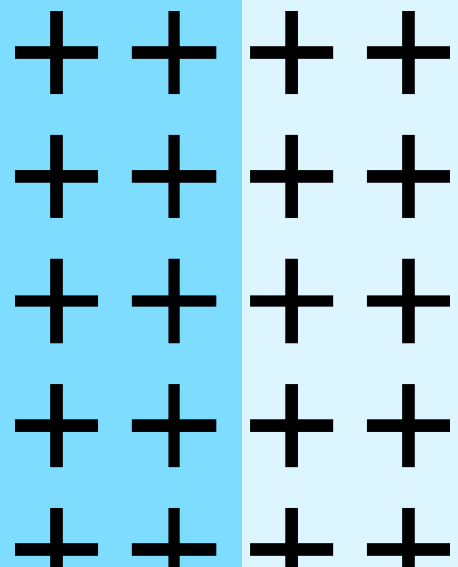
- Avoid speeches
- Keep your question concise and focused
- The audience wants to hear from the speaker, not a lengthy preamble



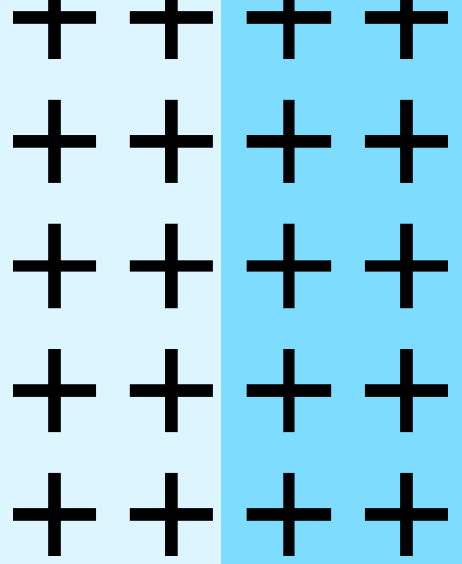
- Avoid long stories
- Get straight to your question so the speaker has time to give a thoughtful answer



- Avoid multiple questions
- Ask ONE clear question
- Combining questions dilutes the response
- Short questions get better answers



STEP 5: PROFESSIONAL PRESENCE



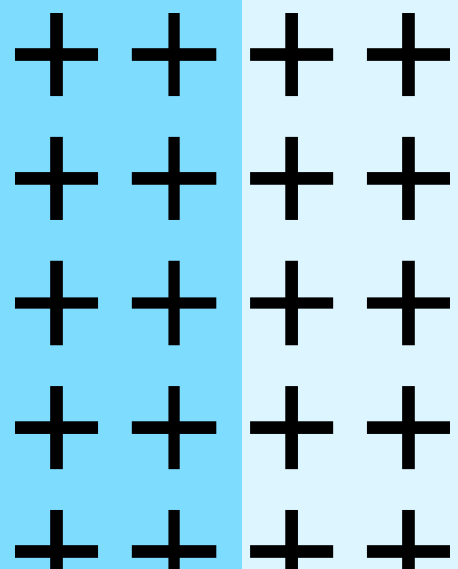
- Stand before speaking and remain standing until you thank the speaker after their answer is complete
- Speak clearly and project your voice so everyone in the room can hear your question without straining
- Use the microphone if it's offered (Don't decline it!)



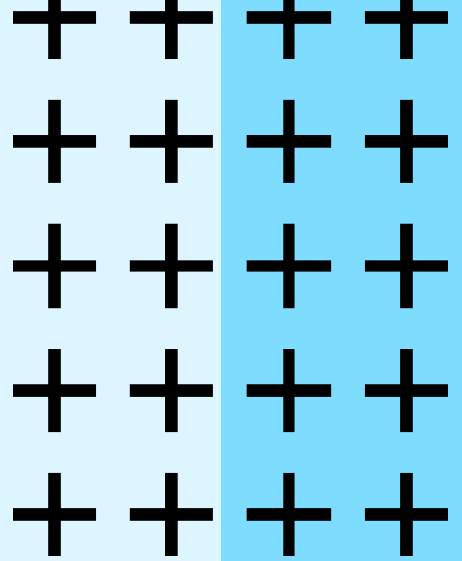
- Maintain eye contact with the speaker to show respect and engagement while asking your question
- Paper > phone



- Thank the speaker before and after they answer to demonstrate professionalism and gratitude



STEP 6: FOLLOW UP



Thank the speaker:



- A brief thank-you shows appreciation and leaves a positive impression
- Mention something specific you valued from their talk.

Exchange contact info:

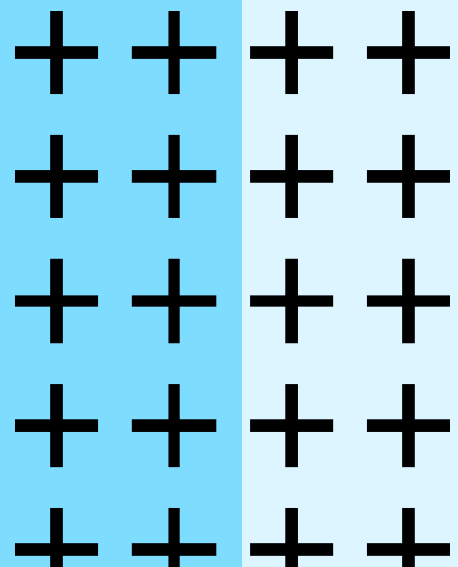


- Share business cards or contact details
- This opens the door for future collaboration and mentorship opportunities

Connect on LinkedIn:



- Send a personalized connection request referencing the event
- This builds your professional network within the Rotary community



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THANK YOU!

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Now go ask great questions!

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