

Question card deck: how to play

Nine question cards, eight scenario cards and one blank card to print, cut and play alone or with a partner. Each scenario card is one of the eight free practice cases.

What is in the deck

- **Question cards (Q1 to Q9).** The two questions, five situation variants (manager, peer, client, other team, handover), an AI check card, the yes card and a check card.
- **Scenario cards (C01 to C11, eight cases).** Front: the situation, who holds which facts, and "What would you ask?" Back: the two questions that surface the missing facts, the answers, the AI's part and the plan the facts support.
- **One blank card** at the end of the scenario sheet, for a fictional case of your own.

Print it

- Choose the A4 or the US Letter PDF. Print at 100% ("Actual size"), never "Fit to page".
- Double-sided, **flip on the long edge**. The backs are already mirrored to sit behind the fronts.
- Cut on the crop marks in the margins. If your printer clips them, cut along the card borders. Cards are 63 × 88 mm (2.5 × 3.5 in).
- No duplex printer? Print single-sided. Every back carries the same code as its front, so keep the backs as an answer pile.

Fictional. Every case, person, vendor and workplace in this deck is fictional. Otto and the other AI tools named on the cards are fictional AIs; their replies are written for practice, not a prediction of how any real AI product behaves. The hours and times belong to the practice cases, not to any real work.

Play the same eight cases free in the browser:

[PUBLIC_URL]/practice/

Draft for review, not a final product. No price, license or offer is attached. Page 2 shows a filled example of play. Cards follow: question cards (fronts, backs), scenario cards (fronts, backs).

Play alone, one case

1. Draw a scenario card. Read the front only.
2. Pick a question card (Q1 always works). Write your two questions on the lines.
3. Turn the card over. Compare: did your questions surface the facts the back names?
4. If an AI spoke first, ask what it assumed (Q7). Asking "Are you sure?" again adds no facts.
5. Use the yes card (Q8): say the yes the facts support, and who decides.

Play with a partner or a group

- One person reads a front aloud. Everyone writes two questions before anyone answers.
- The reader plays the person named on the card and answers only what the back allows. "I don't know" is a valid answer.
- Compare questions, then read the back. Talk about the situation, never about a person.

A filled example of play: C01 Fixed Deadline

Fictional case. The card on the left is the front with two questions written in; the card on the right is its back. Every answer below is what the case says.

C01	Fictional case	C01	Fictional case · answer
Fixed Deadline Friday noon is fixed for the client demo. It needs core and a handoff; polish is optional. You don't know how long anything takes or how many hours are free. Alex holds: the hours available; how long each part takes. Otto (fictional AI) holds: what the AI assumed. Otto (fictional AI) says: "All three parts can be ready by Friday noon." What would you ask? How many hours do you have before Friday noon? How long does each part take?		Ask Alex: How many hours do you have before Friday noon? Five hours. Nothing extra has been approved. How long does each part take? Core 3h, handoff 1h, polish 3h. Ask Otto (fictional AI): What did you assume to make it fit? I assumed you would work 2 extra hours on Thursday evening. No one approved that. FITS Core + handoff by Friday noon; polish decided separately. Decides: the owner of the Friday demo.	

#	Step	In this example
1	Read the front only	C01 Fixed Deadline: Friday noon is fixed for the client demo. It needs core and a handoff; polish is optional. You don't know how long anything takes or how many hours are free.
2	Write two questions	Ask Alex: "How many hours do you have before Friday noon?" and "How long does each part take?"
3	Turn the card over	Alex: "Five hours. Nothing extra has been approved." and "Core 3h, handoff 1h, polish 3h."
4	Test the AI's yes	Otto (fictional AI) said: "All three parts can be ready by Friday noon." Asked "Are you sure?" it says: "Yes, all three parts can be ready by Friday noon. (Asking again doesn't surface the assumption.)" Asked "What did you assume to make it fit?" it says: "I assumed you would work 2 extra hours on Thursday evening. No one approved that."
5	Say the yes the facts support	Core + handoff by Friday noon; polish decided separately. Core 3h + handoff 1h = 4h of 5h. Friday noon is met. The demo owner decides when polish happens.
6	Name who decides	The owner of the Friday demo decides.

Otto is a fictional AI; Alex and every other name here are fictional. Draft for review, not a final product.

Q1

Start here

The two questions

- 1 What don't I know that someone here does?
- 2 Who decides this, and what do they need from me first?

Ask for facts, not for agreement.

Q2

Situation

A manager asks

- 1 What does this need to show, and by when?
- 2 Who can approve changing what we agreed?

Share first: what is already allocated, in hours.

Q3

Situation

A peer or reviewer

- 1 What do you have to work from?
- 2 What is yours to decide, and what isn't?

Share first: your own hours and dates.

Q4

Situation

A client asks

- 1 Which parts are essential, and what changed since we agreed?
- 2 Who on your side confirms a change to the scope?

Share first: what the agreed plan covers, in hours.

Q5

Situation

Another team or a vendor

- 1 What does your record show?
- 2 Who can change it?

Share first: what you were told, and by whom.

Q6

Situation

A handover

- 1 When can the receiver actually take it?
- 2 Who closes what is still open, and by when?

Share first: what is final and what is pending, with a count.

Q7

Situation

An AI said "done"

- 1 What did you assume to make it fit?
- 2 Can you decide this, or does a person?

Otto and every AI here are fictional. Ask what it checked.

Q8

After the questions

The yes the facts support

A plain yes.

A scoped yes.

A proposal that names an owner and a time.

A proposal, not a promise, until the person who decides confirms it.

Q9

Check card

Check before you answer

- ☐ I shared my half first.
- ☐ One question asked for a fact.
- ☐ One question asked who decides.
- ☐ I wrote what was said, not why.
- ☐ What an AI said is marked checked or assumed.

Check a line only when it is true.

Q3**A peer or reviewer****Listen for**

What they have in hand, how long their part takes, and where their authority ends.

Not this (C06, fictional case)

"Can you just take a quick look?"

→ A quick look isn't a factual review.

Practice

C06, C03

Q2**A manager asks****Listen for**

A size or a date, and a name that can say yes.

Not this (C02, fictional case)

"Is it a small job?"

→ It feels small to me.

Practice

C02, C09

Q1**The two questions****How to use it**

1. Share your half: the one fact only you hold. 2. Ask these two of the people who hold the rest. 3. Say the yes the facts support.

Listen for

A fact (how much, which, when) and an owner (a name). If you get neither, ask again more narrowly.

Then

Turn the situation card over to check what the questions surface, or use the check card (Q9).

Q6**A handover****Listen for**

The receiver's overlap and next window, and an owner and a time for every open item.

Not this (C05, fictional case)

"Can the receiver stay late to take the last two?"

→ I won't ask them to extend their day.

Practice

C05

Q5**Another team or a vendor****Listen for**

What the record says, and the one person who can change it.

Not this (C10, fictional case)

"Can you promise Friday?"

→ I won't promise it in a conversation.

If the date changes, it changes on the order record.

Practice

C10, C03

Q4**A client asks****Listen for**

The essential parts, and the person who confirms scope.

Not this (C11, fictional case)

"Can I just build it? It's only two hours."

→ Two hours from where? Your plan is already full.

Practice

C01, C05, C11

Q9**Check before you answer****Don't know?**

Write "unknown" and who might know. An assumption becomes a question.

AI in the picture?

Write what it checked, what it assumed, and what you will verify yourself.

Keep it clean

Leave real names and confidential details off the cards.

Q8**The yes the facts support****C01 fits**

Core + handoff by Friday noon; polish decided separately

C10 fits

Ask Priya to confirm Friday in the order record, and tell the client owner the current date is Monday

Practice

Each case's back names the plan its facts support

Q7**An AI said "done"****Same yes**

In C01, C05, C06, C09 and C10 asking the AI "Are you sure?" gets the same answer again.

C06, Otto (fictional AI)

Ask "Are you sure?"

→ Yes, the full brief can be done by 16:00. (Asking again doesn't surface the assumption.)

Ask "What did you assume to make it fit?"

→ That the review happens in the 14:00 handoff and that you finish the rewrite after 14:30. I didn't check either.

Practice

All eight cases

C01

Fictional case

Fixed Deadline

Friday noon is fixed for the client demo. It needs core and a handoff; polish is optional. You don't know how long anything takes or how many hours are free.

Alex holds: the hours available; how long each part takes.

Otto (fictional AI) holds: what the AI assumed.

Otto (fictional AI) says: "All three parts can be ready by Friday noon."

What would you ask?

C02

Fictional case

Scope Swap

Five hours are already allocated: data 2h, recommendations 2h, handoff 1h. Tomas asks you to add a comparison page you estimate at 2h.

Tomas holds: when the addition is needed; who owns the scope.

Otto (fictional AI) holds: where the addition came from.

Otto (fictional AI) says: "Here is the tidied brief. I added a vendor comparison page."

What would you ask?

C03

Fictional case

Credit Repair

A shared report lists a sole author. You think the credit is wrong, but you haven't checked the record, who can edit the report, or who has seen it.

Dana holds: what the contribution record says; who can change the shared report.

Otto (fictional AI) holds: where the author name came from.

Otto (fictional AI) says: "Report compiled. Author: one name, taken from the file."

What would you ask?

C05

Fictional case

A short overlap for an eight-file package

An eight-file package goes out at the 10:00 handoff. Six files are final; two still need a quality check. You have 09:00-09:35 to package it.

The Client holds: who can run the quality check, and when; when the receiver can take the files.

Otto (fictional AI) holds: what the AI assumed.

Otto (fictional AI) says: "All eight files can be ready for the 10:00 handoff."

What would you ask?

C06

Fictional case

Two role windows around a one-page brief

At 13:00 a partner asks for a revised one-page brief by 16:00. The rewrite takes about 60 minutes; your focus block is 13:15-14:00 and your second role starts at 14:30.

The reviewer holds: how long the review takes, and the reviewer's slot; what the reviewer has to work from.

Otto (fictional AI) holds: what the AI assumed.

Otto (fictional AI) says: "The full brief can be rewritten and reviewed by 16:00."

What would you ask?

C09

Fictional case

It says it's done

It's 13:30 and your memo goes to Dana at 14:30. The assistant says all 20 sources are summarized; the memo rests on 8. Checking one takes 5 minutes.

Dana holds: who decides what can be cited; whether anyone can help check.

Otto (fictional AI) holds: how the assistant read the sources.

Otto (fictional AI) says: "All 20 sources summarized."

What would you ask?

C10

Fictional case

The vendor's bot said Friday

The client's launch needs parts delivered on Friday. The vendor's chat agent says Friday delivery is fine. You haven't checked the order.

Priya holds: what date the order record shows; who can change the order.

The vendor's chat agent (fictional AI) holds: what the chat agent can do.

The vendor's chat agent (fictional AI) says: "Friday delivery is fine."

What would you ask?

C11

Fictional case

The brief the client's AI rewrote

Your agreed plan uses 5h of 5h: data 2h, recommendations 2h, handoff 1h. The client's AI-tidied brief adds a vendor comparison page, about 2h.

The client owner holds: who can confirm scope; what the client owner needs before deciding.

The client's AI writing assistant (fictional AI) holds: what the AI draft can tell you.

The client's AI writing assistant (fictional AI) says: "Here is the tidied brief. It includes a vendor comparison page."

What would you ask?

Own

Fictional case

Write your own case

Invent a situation. Leave real names and confidential details out.

Situation

Who holds what

My two questions

C03

Fictional case · answer

Ask Dana: What does the contribution record say?

Alex prepared the analysis, Jo validated the data, and shared attribution was agreed.

Who can edit the shared report, and has it gone out?

Only the report owner can edit it. It has already been shared with the wider team.

Ask Otto (fictional AI): Where did the author name come from?

From the document-owner field of the final file, which lists one person. That field doesn't record who did the work.

(FITS) Ask the report owner to correct the shared source with the recorded contributions, then check who saw the old version.

Decides: the report owner.

C02

Fictional case · answer

Ask Tomas: What does the comparison need to show, and by when?

Two vendors side by side. It's for next month's planning, not needed in this delivery.

Who can approve changing the agreed scope?

Morgan owns the scope. I'm asking, not approving.

Ask Otto (fictional AI): Did the client ask for the comparison, or did you add it?

I added it while tidying. The client's notes mention vendors once.

(FITS) Keep the agreed 5h package; defer the comparison and confirm with the scope owner.

Decides: the scope owner (Morgan).

C01

Fictional case · answer

Ask Alex: How many hours do you have before Friday noon?

Five hours. Nothing extra has been approved.

How long does each part take?

Core 3h, handoff 1h, polish 3h.

Ask Otto (fictional AI): What did you assume to make it fit?

I assumed you would work 2 extra hours on Thursday evening. No one approved that.

(FITS) Core + handoff by Friday noon; polish decided separately.

Decides: the owner of the Friday demo.

C09

Fictional case · answer

Ask Dana: Can I cite all 20 sources?

I decide what gets cited. Tell me which sources you checked and which you didn't.

Is anyone free to help check sources before 14:30?

No one else is available before 14:30.

Ask Otto (fictional AI): Did you read every source in full?

No. 16 in full, 4 from abstracts only.

(FITS) Check the 8 sources the memo relies on, label the other 12 as unchecked, and ask Dana to decide what can be cited.

Decides: Dana.

C06

Fictional case · answer

Ask the reviewer: How long does the factual review take?

About 30 minutes. I have the 20-minute handoff at 14:00.

Do you have the latest brief?

No, I don't have the latest brief.

Ask Otto (fictional AI): What did you assume to make it fit?

That the review happens in the 14:00 handoff and that you finish the rewrite after 14:30. I didn't check either.

(FITS) By 14:00, send the reviewer a scoped draft of the top section, the latest brief and your review questions; ask the owner of 16:00 to confirm that scope or a later time for the full version.

Decides: the owner of the 16:00 deadline.

C05

Fictional case · answer

Ask the Client: Who can check the two pending files, and when?

Only our QA reviewer. It takes about 30 minutes, and they're free only after 14:00.

When can the receiver actually take the files?

They overlap with you for 15 minutes, 09:45 to 10:00, and next work after 14:00.

Ask Otto (fictional AI): What did you assume to make all eight fit?

I assumed you would run the 30-minute quality check yourself inside your 35 minutes. I didn't check who is allowed to run it.

(FITS) Hand off the six final files at 10:00 with a manifest marking the two pending files; ask the client to confirm the after-14:00 QA and follow-up.

Decides: the client.

Own

Fictional case · answer

What the answers were

Answer to question 1

Answer to question 2

The yes the facts support

C11

Fictional case · answer

Ask the client owner: Who can confirm a change to the scope?

I do. A tidied document doesn't change our agreement by itself.

Did you mean to add the vendor comparison?

Show me what it changes in the agreed plan, and I'll confirm it or remove it.

Ask the client's AI writing assistant (fictional AI): Did the client ask for the comparison?

I can show you the new wording. I can't tell you whether the client intended the addition.

(FITS) Reply to the client owner comparing the new brief with the agreed plan, and ask them to confirm the comparison page (and its 2h) or remove it.

Decides: the client owner.

C10

Fictional case · answer

Ask Priya: What delivery date does my order show?

Monday. That's what the order record says.

Who can change the order to Friday?

I can. I'm the account manager on your order.

Ask the vendor's chat agent (fictional AI): Can you change my order to Friday delivery?

I can't change orders. I can describe delivery options in general.

(FITS) Ask Priya to confirm Friday in the order record, and tell the client owner the current date is Monday.

Decides: Priya changes the order; your client owner decides about the launch.