

## 5 Tips on Giving Constructive Feedback

1. **IT'S NOT ALL ABOUT YOU!**

Remember that this is designed to be a healthy exchange of ideas. You'll receive critiques of your work and you will give them. Disagreement is an integral part of building knowledge collaboratively. In order to move ideas forward, focus on finding solutions and improving each other's work.

2. **SHARE A SANDWICH!**

What? Yes, a sandwich.

- a. Start out with the top bun: at least one positive comment about the strengths of the work.
- b. Add the meat: identify areas that need to be improved.
- c. Finish with the bottom bun: provide constructive advice on how the work can be improved, and how these suggestions will enhance their work (a great way to end on a positive note).

3. **GUIDELINES ARE GOOD!**

Using marking criteria, if provided by the teacher, can help you stay focused on concrete issues to address.

- a. Identify criteria that have been met, giving specific examples.
- b. Identify criteria that haven't been met, giving specific examples.
- c. Offer suggestions on how to make changes to meet the criteria or ask questions that will help them develop these solutions for themselves.

4. **IT'S ALL IN THE DELIVERY!**

Choose solution-based rather than negative language. Be firm in your position, but remember to be respectful.

5. **ENCOURAGE REFLECTION!**

It's great to give people suggestions for how to improve; it's even better if you can help them self-critique. Do this by asking questions that will enable them to discover the solutions on their own.

