

## **TIPS FOR GIVING EFFECTIVE FEEDBACK**

### **Be positive**

Focus on all the aspects of the presentation the student has done well. It is much easier for people to accept feedback if there is a balance between positive and negative. However, positive feedback does not mean writing a comment like 'good work'. Use a framework or marking sheet (see attached worksheet) to help you point out what they did well. For example, *"Your use of eye-contact was effective throughout most of the presentation. You used a wide range of vocabulary related to the topic."*

### **Be concrete**

Ensure your feedback is specific and clear, so students know exactly what they need to improve upon. For example, instead of 'grammar is weak' or 'body language needs work', say *"During the presentation you didn't choose the correct tense."* *"During the presentation, you looked at the screen a lot while you were reading."*

### **Be descriptive instead of evaluative**

Tell students why your feedback is important, and why they need to change how they present. By just raising an issue, the student may not understand why that was a problem, and without explanation may be unsure as to whether it is positive or negative feedback. For example, instead of 'grammar is weak' or 'body language needs work', say *"During the presentation you didn't vary the time tenses. As a result, I couldn't tell if you were referring to an opinion, or a past case study. This was confusing."*

### **Highlight the costs of the problem behaviour**

Instead of saying what you would have done yourself in that situation, show students why it is important they improve. Students are more likely to take it on board if they can see how changing their behaviour could produce a better result. For example, *"As a result, the presentation was less engaging for the audience because you were not having an interaction with them."*