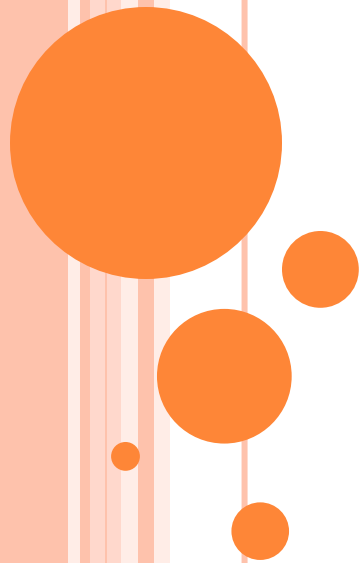# VB035
SESSION 4

Agenda

- Warm-up (IT related abbreviations)
- How to give feedback
- Email peer feedback
- The escape game presentation
- Grammar: questions, question tags

"We all need people who will give us feedback. That's how we improve"
Bill Gates, Microsoft

" FEEDBACK IS A FREE EDUCATION TO EXCELLENCE. SEEK IT WITH SINCERITY AND RECEIVE IT WITH GRACE "
Ann Marie Houghtailing
Roti.express

Accept both compliments and criticism. It takes both sun and rain for a flower to grow.
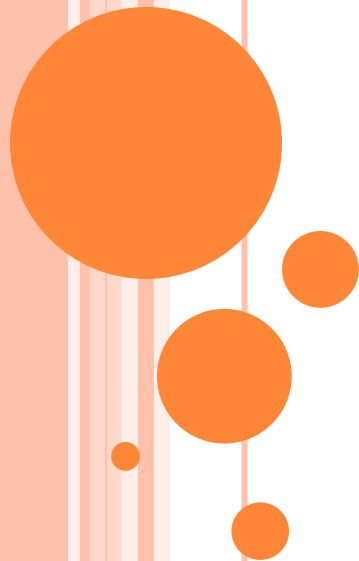
PEER REVIEW BENEFITS

Develop your own critical and evaluative capacities

As the reviewer you gain just as much if not more than the reviewee

If you learn what to look for in a piece of writing of others you will be much better equipped to evaluate your own writing

1 Take turns giving definitions / explanations of these words.

FEEDBACK   PEER

CONSTRUCTIVE   CONSIDERATE

ENCOURAGING   IMPROVEMENT

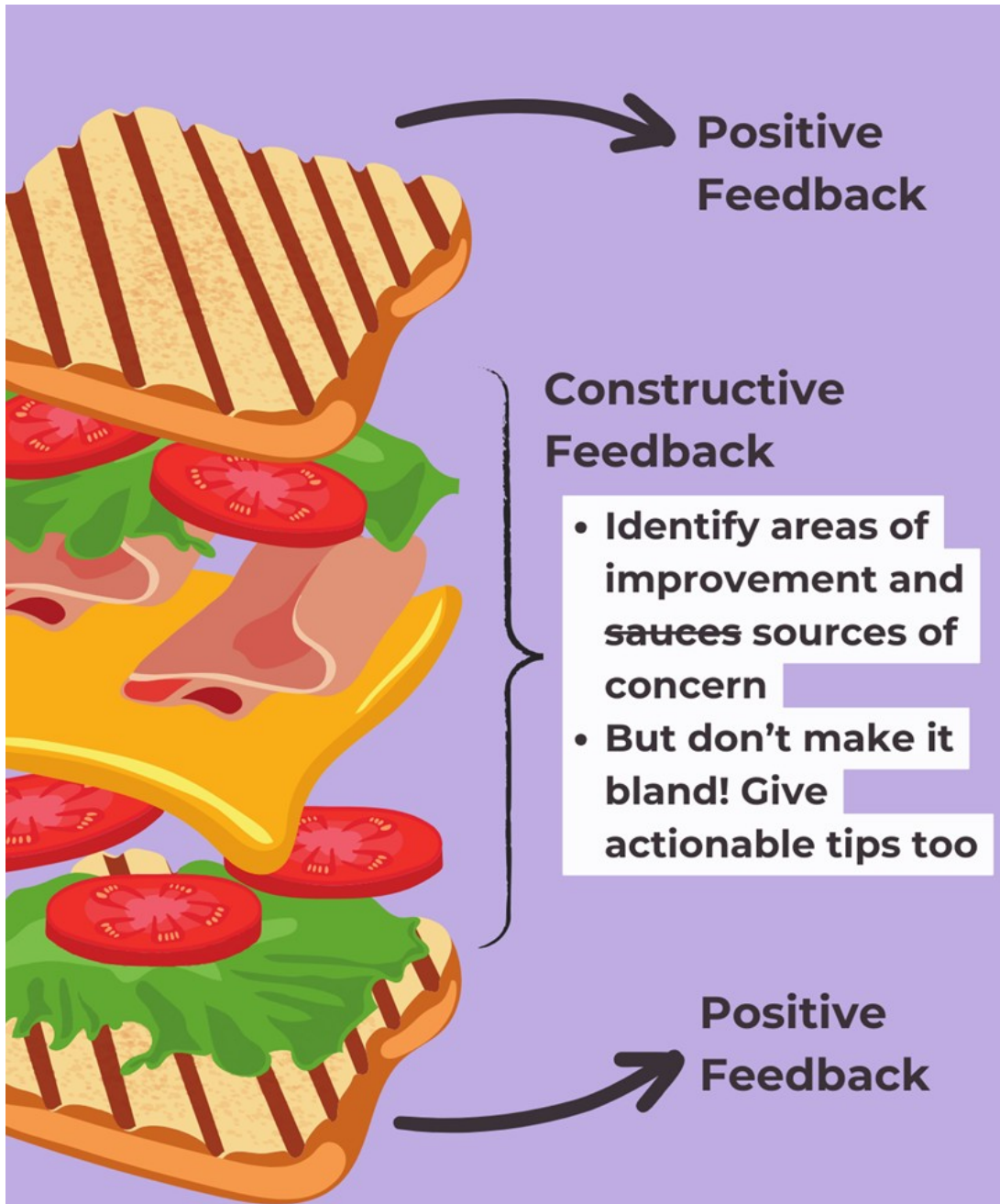REVIEWER   REVIEWEE

SPECIFIC

You might have heard of the sandwich feedback approach. What do you think it means? Would you like to be given feedback this way? Why? Why not?

1. _____

2_____

3._____

Positive Feedback

Constructive Feedback

- Identify areas of improvement and ~~sauces~~ sources of concern
- But don't make it bland! Give actionable tips too

Positive Feedback

What to keep in mind when giving constructive feedback. In pairs, try to suggest the most appropriate adjectives for the letters in this acronym.

Your feedback should be

C_____

R_____

I_____

S_____

P_____

STRATEGIES TO GIVE FEEDBACK

Provide both positive and negative aspects of a performance

Language to praise: I appreciate how you…
I was impressed by… You did well with… Great job on…

- **Language to express criticism and suggestion**: You could … I would like to see more … I think you should… One area to work on …. One suggestion is… It might help to…

1) **Describe** what your peer did rather than pass judgment

   ie. Instead of saying "it's good", say something like "you used a wide   variety of sentence structures that made it more interesting to read"

2) **Praise**

   Tell your peer what they did well!

   I think you used a lot of good details

   I liked when you used the word _____

   My favorite part was _____ because…

   This was really fun to read because…

3) Suggestions
These should be specific!
How can your peer improve their assignment?

Instead of, "It didn't make sense," say, "If you add more details after this sentence, it would be more clear."

Instead of, "Your word choice was boring/inappropriate," say, "Instead of using the word good, maybe you can use the word exceptional ."

Strategy 3: Style

I would suggest working on improving your word choice in order to make writing more sophisticated and interesting to read. Another step you could take to increase the formality of your composition would be to get rid of your contractions (such as "I'm" rather than "I am"). I'm looking forward to reading the final draft!
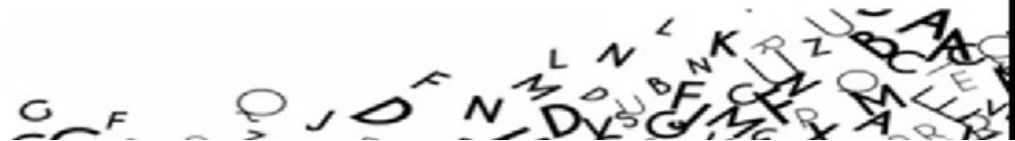
Take-aways

Be specific

Stay positive

Your goal is to help your peer <u>improve</u>

Feedback is not about correcting mistakes and editing
Feedback is providing guidance

- **Content** (Is the email relevant? Do you understand the key points?)

- **Structure** (Appropriate salutation and title of address, intro, purpose, description of the problem, solution, conclusion, polite closing phrases, sign-off, signature (name + surname)

- **Style (**appropriate, formal)

- **Vocabulary** (formal, accurate, etc.)

- **Grammar** (word order, articles etc)

- **Punctuation**

- **Tone (polite)**

QUESTION TAGS EXCEPTIONS

I am   I am still a part of the team,   **aren't** I?

Need (negative) He doesn't need to repeat the year,   **does** he?

Let's   Let's try this new restaurant.   **Shall** we?

Wait a minute,   **can** you?

Have some more rice,   **will** you?

There is a mosque in that street,   **isn't there**?

Someone's been taking my food again,   haven't **they**?

Nobody has planned,   have **they**?

2) Complete the question tags.

a) Get me some chewing gum when you go to the shop, _____ you?
b) Let's watch a new film, _____ we?
c) There's not really much point waiting, _____ there?
d) Tonia will put us up for the weekend, _____ she?
e) Nobody seems to like Jessica, _____ they?
 f) I'm not making much sense now, _____ I?
g) Let's go because it's getting late, _____ it?
 h) If you borrow my coat, don't get it dirty, _____ you?
 i) Bill should be here by now, _____ he?
 j) I'm making you feel uncomfortable, _____ I?
 k) Someone left the door open, _____ they?
 l) Nobody knows about this, _____ they?