



## Sample Feedback Language

If you do not understand instructions or what has been discussed then it is of greater value to you to ask questions before leaving the situation or straight after the discussion.

### **Clarify the feedback comment, if unsure**

- I'm not exactly sure what you mean.
- I'm not sure I understand what you're saying.
- I'm not clear what you mean.

### **Verify or unpack/analyse the feedback comment**

- It sounds like you're saying I need to make some changes. Is that right?
- So you're saying that I need to change the report. Is that what you mean?

### **Ask for more specific feedback**

- I don't quite understand. Can you clarify what you mean?
- It sounds like I misunderstood the assignment. Can you explain what you want?
- I see. Can you explain a bit more what you would like?

### **Repeat/Summarise**

- So this is what I understand...
- Based on what we talked about, I'll do the following...

### **The sandwich approach**

1. Overall, I liked your presentation. Specifically, X and Y were good.

However,...P and Q could be improved.

I think the team understood your approach.

2. You certainly did a great job with A and B. I especially liked...

But you might want to reconsider how you did... There were a few problems with it.

Overall, I think it's O.K.