

# FORMULATING FEEDBACK

Express yourself in a way that makes your feedback useful for the receiver. What reactions did you receive in the process? Interest? Understanding? Resistance? Indifference? Boredom? Associations? Enthusiasm? What made an impression on you? What was the most important message you received from the text? Say for instance:

"I got really interested when I read about..."

"I was convinced that... when I read..."

"I got exactly the information I needed in section..."

"I didn't understand..."

"I would like to have more details about..."

"It was confusing for me that... because..."

"To me it seemed unnecessary to read about... because..."

"I lost concentration in section... because..."

"I doubt if..., but perhaps you could..."

"It puzzles me that... because..."

"Your most interesting point in the text is..."

"As I see it, you are arguing that..."

"In section... I miss some information about..."

"The focus of the text is not quite clear to me because..."

"It surprises me that... because..."

**Please turn!**

## **REMEMBER: The focus of the feedback is determined by the status of the text**

You must distinguish between **unfinished**, **semi-finished** and **finished** texts.

When a text is raw and **unfinished**, you may focus on:

- Is the idea of the text good, and where is this expressed clearly?
- Is the topic relevant, and where is this expressed clearly in the text?
- Does the problem statement seem good or difficult to work with? Why?
- Does the text have a clear focus?
- Where in the text do you see the greatest potentials and why?

When the text is **semi-finished** and consists of a draft or outline, you may focus on:

- Do you understand the arguments given in individual sections? Why?
- Can you follow the general line of arguments in the text?
- Is the function of individual sections in relation to the text in general clear to you? Why?
- Is the text coherent and consistent? Why? How?
- Is the focus clear?
- Are you convinced by the points made in the text? Where? Why?
- Do you get information you need? Where? Why?
- Can you follow the text structure? Why?
- Does the text comply with the criteria you believe apply to it? How?
- What concrete proposals for improvements might you think of?

When the text is **finished** and ready for submission, you may focus on:

- Is the text reader-friendly? Why?
- Are sentence lengths appropriate?
- Are word choices good?
- Is the text structure logical?
- How do text headings work?
- Are you disturbed by spelling and punctuation mistakes?
- Are sources cited correctly?