Steps to Giving Good Feedback

1. Make sure you really read and understand a piece before offering feedback
   1. Read carefully
   2. Keep notes
   3. Annotate as you go
   4. Read it again
2. Keep your critiques to the material presented not the individual
   1. Don’t start with the word you
   2. Refer to specific parts of the work: a sentence or word
3. Use the criticism sandwich: start with a big compliment about the work and end with a smaller compliment
   1. Your criticisms or negative comments should go between the two compliments
4. Understand the difference between your personal preferences and what makes something good/bad, strong/weak
5. Offer support and encouragement and patience
6. Remember compassion. This person may be speaking about your work some day