

# STRIKING THE RIGHT TONE

## IN WRITTEN FEEDBACK

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### LAY THE GROUNDWORK.

Explain that you're giving feedback to help students succeed.



### GET IN THE RIGHT HEADSPACE.

Assume that your students are trying their best.

### POINT OUT POSITIVES.

Start with positive, genuine feedback to reduce defensiveness and increase motivation.

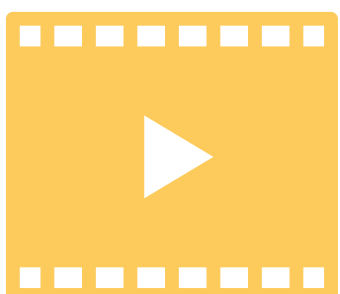


### FOCUS ON THE WRITING—NOT THE WRITER.

Cut "you" and "your" from comments.

### ROLE PLAY.

Phrase comments in terms of a generic reader's needs:  
*"The reader here might wonder..."*



### USE YOUR VOICE.

Pair your written comments with audio or video feedback.

### PUNCTUATE WITH CAUTION.

Avoid short, generic questions like  
*"Really?"* or *"Are you sure?"*

