

- ❖ Occasions when constructive criticism is valuable in academics and in career/work
  - Employee review/evaluation
  - Creation of any communication piece
- ❖ Why constructive criticism is important:
  - No one's work is perfect; however, constructive criticism allows a chance for others to help refine one's work.
- ❖ What is constructive criticism
  - A process where thoughtful opinions are offered about other's work.
- ❖ Characteristics of constructive criticism
- ❖ **Steps to giving valuable constructive criticism**
  - Get to know the person/establish interpersonal relationship
  - Always point out something that was done well with examples (aka Rose)
  - Try not to make it personal but neutral in tone; just state your opinion and use the same guidelines for communicating these opinions as were studied in conflict resolution (avoid "you", use "I")
  - Make the feedback in the least judgmental terms possible and ask for explanation on why things were done a particular way, if possible (aka Thorns).
  - Be specific, give examples of specific circumstances or explanation of how things can be improved.
  - If there are many details that should be corrected, in your opinion, rather than correcting every single thing, focus on providing quality feedback by
    - Considering the overall message.
    - Considering the tone of the message.
    - Considering the impact it will likely have on the audience.
    - And then asking for further explanation.
  - In work scenarios, always end with expectations for future and possible consequences of not meeting expectations.
- ❖ **How to receive constructive criticism**
  - Understand that this process helps people to grow and learn.
  - Accept that everyone needs feedback
    - Remember that everyone can benefit from feedback.
    - Often feedback was requested.
  - Be cool and cordial.
  - Ask questions if clarification is needed.
  - Do your best to not take it personally.
  - Double check work before submitting so that there are less mistakes.
  - Listen carefully, be open-minded.
  - Thoughtfully consider what is said, analyze it, and use the information to self-critique the work. Not all criticism will lead to changes in the work, but all criticism should be considered.
  - Accept that other's opinions are their own, not something that everyone might agree with.
  - Be grateful that someone took the time to review the work and compose positive words that were meant to be helpful.

References:

<https://www.writerscookbook.com/giving-and-receiving-constructive-criticism/>  
<https://youtu.be/9LHIoNfNC8Y>  
<https://youtu.be/0mGX7oRsu8g>  
[https://youtu.be/FQNbaKkYk\\_Q](https://youtu.be/FQNbaKkYk_Q)

