

# Starting Place

## **Always Identify**

- **Purpose**
- **Audience**
- **Context & Constraints**
- **Form/format**

## **For Technical/Research Writing Keep in Mind**

- Clarity
- Conciseness
- Accuracy
- Precision (& level of detail)- dialed in for audience/purpose/context

## **Feedback as**

- Constructive & aim at improving the work
- Conversation
- Helpful
- Needed
- Common place
- Part of academic culture & processes
- an interpersonal process

# In Asking for Feedback

## Identify Appropriate Feedback Sources

- **Advisor, PI, other faculty, postdocs, researchers**- content, breakdown, outlets, discipline specific
- **Peers in discipline**- discipline specific, context familiar
- **Engr grad students**-audience, clarity, broader engineering perspective
- **GWL Consultant**- flow, organization, clarity, writing/presentation, strategies and concepts for communication & grammar, -not rigor, content, editing,
- **Peer Review Group**- clarity, flow, conciseness, writing/presentation
- **Outsiders**- broader audience, some kinds of editing
- **Hired professionals**- editing/proof reading, some formatting, indexing, some specialized academic feedback
- **Software**- some grammar, spelling, minor editing

## Provide Context

- What is it (the work)?
- Who is the audience?
- What are the guidelines & related materials?
  - Include supporting materials: ex. *guide for authors, position description, your application materials*
  - Highlight the key points
- What stage is the work?
- What are your expected next steps?

## Ask for what you need

- What should they focus on?
- What's your main concern/most important?
- What's the timeline?

# In Giving Feedback

- Make sure you know the context & audience of the work

- What is it?
- Where's it going? (audience & format)
- Timelines
- What stage is it in
- Feedback Focus
- What's most important?

- Clarify and ask questions
- Keep the feedback stage table in mind
- Focus comments on what was asked & is most appropriate
- Highlight strengths as well as opportunities for improvement

- In Each Comment:

- **Clearly identify concerns**, areas of confusion, etc.
- **Offer suggestions and options for how to improve**
- **Be specific** (sentences, phrases, examples)
- **Explain**, give reasons, examples etc.
  - **Why** are you suggesting something?
  - How is it coming across to you & why?
  - If they implement a suggestion, **what would that do for the work? (impact)**

# Many feedback Options

## **Asynchronous (get document, comment, send fdbk)**

- Written comments in document (ex. insert comments in Word or Google Docs)
- Written end or letter style comments
- Audio comments inserted into document
- Screen recording of the document with voice over comments and on-screen gestures (face video & annotation optional)
- Video of printed document with voice over comments, optional handwritten comments
- Separate audio only recording of comments

## **Synchronous (live, together)**

- Zoom w/screenshare discussion of document (ex. 1on1s & PRGs)
- Share Google Doc & video chat/text chat/comment on document
- Possibly record synchronous sessions with consent

## **Combination approaches**

- Written comments + video follow up
- Share doc ahead of time & video chat after
- Insert text comments + screencast
- Insert text & audio comments