Giving feedback English

Language for giving and receiving feedback at work in English: starting positively, describing specific behavior, suggesting improvements tactfully, and responding to feedback professionally.

Model dialogue

Manager	Do you have a few minutes to talk about the client workshop?
Jonas	Sure.
Manager	First of all, I really liked the way you answered the client's questions. You were calm and very clear.
Jonas	Thanks for the feedback. How do you think the rest went?
Manager	Overall, it went well. One thing you could work on is timing. I noticed that the first part took almost an hour.
Jonas	That's fair. The demo had some technical problems, but I should have planned more time for that.
Manager	It might be a good idea to do a test run the day before. What can I do to help?
Jonas	Could we book the room an hour earlier next time?
Manager	Absolutely. Shall we check in again after the next workshop?

Key vocabulary

Word	Meaning	Example
feedback	comments on how well someone did something	She gave me some useful feedback.
constructive	helpful, meant to improve	Thanks for the constructive comments.
improve	to get better	I want to improve my writing.
performance	how well someone does their job	We review performance every six months.
appraisal	a formal meeting about an employee's work	My annual appraisal is next week.
goal	something you want to achieve	Let's set three goals for next quarter.
strength	something someone does well	Organization is your biggest strength.
check in	to talk briefly to see how things are going	I'll check in with you on Friday.

Useful phrases

Starting positively

Do you have a few minutes to talk about the project?	opening the conversation
First of all, I really liked the way you handled the client.	positive point
You did a great job on the report.	praise
Your presentation was very clear and well organized.	specific praise

Suggesting improvements

One thing you could work on is time management.	naming an area to improve
It might be a good idea to send the agenda earlier.	soft suggestion
Next time, could you check the figures twice?	request for next time
I noticed that the last two reports were late.	describing facts
How do you think it went?	asking for self-assessment

Supporting and agreeing on next steps

What can I do to help?	offering support
Let's agree on a plan.	moving to action
Shall we check in again in two weeks?	follow-up

Receiving feedback

Thanks for the feedback.	accepting feedback
That's fair. I'll work on it.	agreeing
Could you give me an example?	asking for detail
I see your point, but there was a reason for that.	explaining politely
What would you do differently?	asking for advice

Practice and role-play

A. Complete the phrases

Write one word in each gap.

1. One thing you could _____ on is time management.
2. It might be a good _____ to send the agenda earlier.
3. I _____ that the last two reports were late.
4. How do you think it _____?
5. What can I do to _____?
6. Thanks for the _____.
7. That's _____. I'll work on it.
8. Could you give me an _____?

B. Correct the mistakes

Each sentence has one mistake. Rewrite it correctly.

1. You always send the reports late.

2. Your presentation was bad.

3. Thanks for your feedbacks.

4. You should to check the figures.

C. Role-play

Student A. You are a team leader. A team member is excellent with customers but often arrives late to meetings. Give balanced feedback and agree on a plan.

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Student B. You are the team member. Accept the feedback, explain your situation (you take your child to school), and suggest a solution.

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Answer key

A: 1 work · 2 idea · 3 noticed · 4 went · 5 help · 6 feedback · 7 fair · 8 example

B: 1 I noticed that the last two reports were late. · 2 Your presentation could be clearer in the second part. · 3 Thanks for your feedback. · 4 You should check the figures.