Feedback Frameworks: Building Communication Competence through Peer Review

Structured forms and training materials for teaching constructive peer feedback.

Part 1: Training Materials for Peer Reviewers

Module 1: The Foundation of Effective Peer Review

Learning Objectives

- Understand the difference between critique and criticism
- Apply the sandwich method with substance
- Use specific, actionable language
- Balance encouragement with improvement suggestions

The Three Pillars of Constructive Feedback

1. Be Specific, Not General

Weak: This is confusing.

Strong: In paragraph 2, the transition between the problem statement and your solution is unclear.

2. Focus on Impact, Not Intent

Weak: You did not try hard enough.

> Strong: The conclusion would be stronger with a clear call to action.

3. Suggest, Do Not Command

> Weak: Change this to active voice.

> Strong: Converting to active voice would make this more direct.

Module 2: The STAR Feedback Framework

Use this approach for every review comment:

- **S**pecific: Point to exact location
- **T**houghtful: Explain why
- **A**ctionable: Give concrete improvement
- **R**espectful: Maintain professional tone

Module 3: Common Pitfalls

Pitfall	Why It Fails	Better Approach
Vague praise	Does not identify strengths	Your opening grabbed attention
Harsh criticism	Demoralizes writer	The logic needs clarification
Grammar obsession	Misses big issues	Address structure first

Part 2: Peer Review Forms

Form A: Written Document Review

Writer: _____ Reviewer: _____

Document Type: [ ] Email [ ] Memo [ ] Report [ ] Proposal

Date: _____

Section 1: Strategic Foundation

Purpose Clarity: [ ] Strong [ ] Adequate [ ] Needs Work

Comments: _____

Audience Adaptation: [ ] Strong [ ] Adequate [ ] Needs Work

Comments: _____

Organization: [ ] Strong [ ] Adequate [ ] Needs Work

Comments: _____

Section 2: Content and Clarity

Opening: [ ] Strong [ ] Adequate [ ] Needs Work

Supporting Details: [ ] Strong [ ] Adequate [ ] Needs Work

Closing: [ ] Strong [ ] Adequate [ ] Needs Work

Most effective element: _____

One priority improvement: _____

Section 3: Style and Tone

Conciseness: [ ] Strong [ ] Adequate [ ] Needs Work

Active Voice: [ ] Strong [ ] Adequate [ ] Needs Work

You-Attitude: [ ] Strong [ ] Adequate [ ] Needs Work

Tone check: [ ] Too casual [ ] Too formal [ ] Just right

Section 4: Overall Assessment

Three Stars:

1. _____

2. _____

3. _____

One Wish: _____

Form B: Presentation Review

Presenter: _____ **Reviewer:** _____

Topic: _____

Section 1: Content

Opening Impact: [ ] Strong [ ] Adequate [ ] Needs Work

Clear Structure: [ ] Strong [ ] Adequate [ ] Needs Work

Supporting Evidence: [ ] Strong [ ] Adequate [ ] Needs Work

Conclusion: [ ] Strong [ ] Adequate [ ] Needs Work

Section 2: Delivery

Eye Contact: [ ] Strong [ ] Adequate [ ] Needs Work

Vocal Variety: [ ] Strong [ ] Adequate [ ] Needs Work

Body Language: [ ] Strong [ ] Adequate [ ] Needs Work

Pacing: [ ] Strong [ ] Adequate [ ] Needs Work

Section 3: Visuals

Clarity: [ ] Strong [ ] Adequate [ ] Needs Work

Design: [ ] Strong [ ] Adequate [ ] Needs Work

Text Economy: [ ] Strong [ ] Adequate [ ] Needs Work

Section 4: Overall

Three Stars:

1. _____

2. _____

3. _____

One Wish: _____

Part 3: Implementation Guide

Week 1: Training Session (50 minutes)

Activity 1: Bad vs. Good Feedback (15 min)

- Show examples of unhelpful comments
- Rewrite using STAR framework
- Discuss as class

Activity 2: Practice Round (25 min)

- Provide sample weak email
- Complete Form A individually
- Compare in small groups

Assignment Structure

For Written Documents:

1. Day 1: Submit draft
2. Day 3: Return feedback
3. Day 5: Submit revision memo
4. Day 7: Final version

For Presentations:

1. Present to class

2. Peers complete forms within 24 hours

3. Presenter writes reflection within 48 hours

Grading Rubric

Criterion	Points	Description
Completion	10	All sections filled on time
Specificity	15	Cites exact examples
Actionability	15	Provides clear improvements
Balance	10	Strengths and growth areas
Professionalism	10	Respectful tone
Total	**60**	

Troubleshooting

Problem	Solution
Only positive feedback	Require one improvement area

Problem	Solution
Feedback too harsh	Review STAR framework
Reviews superficial	Award bonus points for quality
Students ignore feedback	Require revision memo

Part 4: Sample Exercise

Weak Email for Practice

Subject: Info

Hey,

I wanted to reach out about the thing we talked about last week. I think it would be good if we could get together sometime soon to discuss the project. There is a lot of stuff we need to go over.

Let me know what you think.

Thanks

Model Feedback

Purpose Clarity: Needs Work

"The thing we talked about" is vague. State the specific topic in the opening.

Opening: Needs Work

Replace Info subject line with "Request: Meeting to Finalize Q3 Marketing Budget."

Supporting Details: Needs Work

"A lot of stuff" is vague. List 2-3 specific agenda items.

Three Stars:

1. Friendly tone
2. Acknowledges collaboration
3. Brief format

One Wish:

Replace vague language with specifics: exact topic, agenda items, proposed dates.