Giving Constructive Feedback to a Co-worker on Their Work Performance
CEFR C1 Roleplay

1. Warm-up Discussion Questions:

1. Have you ever received feedback on your work? How did it make you feel?
2. Why do you think feedback is important in a work environment?
3. What are some examples of constructive feedback versus unhelpful criticism?
4. How do you approach giving feedback to someone, especially if the feedback may be sensitive?
5. Why is it essential to highlight positive aspects when giving constructive feedback?
6. What are some strategies to ensure feedback is well-received and encourages improvement?

2. Example Conversation: Giving Constructive Feedback to a Co-worker on Their Work Performance

Student A (Co-worker Giving Feedback):
"Hi, thanks for taking the time to meet. I wanted to go over some thoughts on the project you recently completed."

Student B (Co-worker Receiving Feedback):
"Sure, no problem. I'm always open to feedback. What aspects would you like to discuss?"

Student A:"First, let me say that I really appreciate your dedication to detail. Your attention to the research side really strengthened the presentation."

Student B:"Thank you! I put a lot of effort into that. I'm glad it was noticed."

Student A:"Absolutely, it made a difference. That said, I think we could work on streamlining the layout. Some sections felt a bit dense for the audience."

Student B:"Ah, I see what you mean. I was a bit worried about fitting everything in. Do you have any specific suggestions for how I could improve that?"

Student A:"One idea could be to focus on the main points first, then support them with concise bullet points rather than paragraphs."

Student B:"That sounds reasonable. I'll try using bullet points next time to make it look cleaner."

Student A:"I think that would work well. Also, maybe we could reduce some of the visual elements so that they don't distract from the core message."

Student B:"Good point. I do tend to add visuals to keep things engaging, but perhaps it could be simpler."

Student A:"Exactly. It's all about balance. Too many elements can sometimes overshadow the content itself."

Student B:"Thank you for the advice. I'll keep that in mind for the next project and focus on the core content."

Student A:"No problem, and like I said, you did a fantastic job on the research. Just a few tweaks, and I think it'll be even stronger."

Student B:"I appreciate that. I'll make those adjustments, and hopefully, the next one will be even better. Thanks again for the feedback!"

3. Background:

You are working together on a team project, and one of you has completed a significant part of the work. The other team member would like to provide constructive feedback to help improve certain aspects for future projects. The focus is to encourage improvement in specific areas while acknowledging the strengths that have been demonstrated. The aim is to foster open communication and a positive team dynamic.

4. Instructions:

Student A (Co-worker Giving Feedback):
You have prepared some constructive feedback for your colleague on their recent project. Start by acknowledging what they did well, then move on to specific points that could use improvement. Offer suggestions for how they could enhance their performance in future projects, making sure to keep your tone supportive.

Student B (Co-worker Receiving Feedback):
You are receiving feedback on a project you recently completed. Listen carefully and respond openly to the suggestions. Ask questions to clarify any points and show a willingness to implement the advice. Your goal is to receive the feedback positively and demonstrate a commitment to improving your work.

5. Vocabulary List:

constructive feedback, streamline, concise, dense, core message, visuals, improvements, positive reinforcement, acknowledgment, supportive