



Guidelines for Constructive Criticism

Constructive criticism is a way to give your opinion on somebody's action without blaming or judging but improving and developing the abilities of the criticized person.

Main Characteristics of Constructive Criticism:

1. Constructive criticism is a respectful criticism to others.
2. There should be a mutual understanding between the person who criticizes and the person who is criticized.
3. The criticism must be made honestly and should encourage improvement.
4. The criticism should be asked for and welcome by the receiver.
5. Constructive criticism does not blame the other person. Appropriate and suitable words should be used.
6. When criticizing another person commit to yourself and do not give the opinion of other person.
7. Constructive criticism is expressed by a personal feeling, impression or need. By that you can avoid to judge or blame the other person.

Do not say:	“ You did this and that!” “ You did not give enough examples.”
But say:	“ I feel confused.” “ I could not understand.” “ I would like more examples.” “It was hard for me to follow. I did not understand the words.”

8. Start criticizing with the most important points and the easiest to improve (step by step) because the criticized person shall be able to learn what exactly can be improved. Point out clearly the problem which you criticize, do not make general criticism.

Do not say:	“ Your whole speech was unclear.”
But say:	“ I would like to have some more instructions at the beginning.” “ I need more pictures on the white board.”

9. Always bring the positive points first, and then give the criticism.

Do not say:	“This and this I did not like , but all in all it was good .”
But say:	“I enjoyed the clear pictures you gave very much. This helps me to understand a lot, but may be the words were a little bit complicated .”