

Constructive Feedback Scenario Worksheet

Use the following workplace scenarios to practice giving constructive feedback. Write your responses using polite, clear, and respectful language. Focus on what can be improved, but always include something positive.

1. A teammate submits a report with several small but important errors.

Your feedback: _____

2. A colleague keeps interrupting others during team meetings.

Your feedback: _____

3. A new employee is confused about a task and keeps asking the same questions.

Your feedback: _____

4. A coworker often delivers work late, affecting your project timeline.

Your feedback: _____

5. Someone on your team spoke too aggressively during a client call.

Your feedback: _____
