

Constructive Feedback Scenario Worksheet - With Sample Answers

Use the scenarios below to practice giving constructive feedback. Each includes a sample answer to guide you in responding clearly, respectfully, and professionally.

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

Sample: "Thanks for your work on the report. I noticed a few small errors that we can correct before the final version. Maybe next time, we can double-check those details together to make sure everything's accurate."

2. A colleague keeps interrupting others during team meetings.

Sample: "I appreciate your input during meetings. One thing I noticed is that sometimes others don't get a chance to finish speaking. Maybe we could try pausing to make sure everyone's had a chance to share?"

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

Sample: "You're doing well asking questions and trying to get it right. To help you remember the steps, I can create a quick guide or checklist you can follow next time. Would that be helpful?"

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

Sample: "I really value your contributions to the project. One thing we might work on is sticking to deadlines, since it impacts the whole team. Let me know if there's anything I can do to support you with time management."

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

Sample: "You made some strong points during the call. One thing to consider is the tone - it came across a little strongly. Maybe next time we can keep it more balanced to maintain a positive client relationship."