

- Begin the discussion and the written summary with a statement of “what went well” or the “teaching strengths.”
- Be careful when using adjectives or linking words or phrases (... but, ... on the other hand) as the latter increase the ambiguity of statements.
- Be sensitive to different teaching styles. Make recommendations appropriate for the teaching style.
- Direct your suggestions or recommendations toward behavior the teacher can do something about. Suggestions that require resources or support which are not available, that require complete revisions of courses, or major departures from the individual’s teaching style are likely to be neither helpful nor doable.
- Be balanced and unbiased in your comments and recording of what occurred.