

The Five Components of a Helpful Recommendation (from Quality Matters, Applying the QM Rubric, 2012):

- 1. Constructive:** Try to offer solutions, not just identify problems.
- 2. Specific:** Include a specific example of what is being recommended.
- 3. Measurable:** Suggest ways that the instructor or instructional designer will know a recommendation has been implemented.
- 4. Sensitive:** Keep recommendations and comments on a positive note. Avoid the use of negative language.
- 5. Balanced:** Point out strengths as well as weaknesses