1. Request **clarification** from the author

* provide more information so that you understand them better
* different from asking a person to repeat something
* Expression of lack of understanding can be included
* Can be expressed through confirmation of understanding
* e.g. *Let me see if I understood you correctly. You’re saying that airport security workers are now working without pay?*

1. Leave **constructive criticism** that guides the author in improving the post

* Offering valid and **well-reasoned** **opinions**
* Includes **both positive and negative** comments
* Stated **in a friendly manner and pleasant manner** rather than an oppositional one
* **Avoid dealing with personality issues** of developers
* Should be stated **in accordance with recipient’s work**
* Positive commenting through the usage of **softer language.**
* Getting more information about the topic, find why it is being used and then reason out
* **Areas of improvement can be stated**
* **Passive sentences instead of active voice sentences**

E.g.:- “The presentation you gave was bad. “Instead of “You gave a bad presentation.”

* **Key points** should be reasoned out **objectively (i.e. without just telling that you don’t like, state the reasons behind your dislikeness)**.
* **Provision of recommendations for improvement**
* **Assumptions should not be made**

1. Add relevant but **minor or transient information** to a post (e.g. a link to a related question, or an alert to the author that the question has been updated).