

Sofema Guidance: How to Give Actionable Feedback on Slide Errors

Purpose

At Sofema Aviation Services and Sofema Online, we welcome client feedback as a disciplined, improvement-focused dialogue—much like academic peer review. Constructive, specific comments help us correct errors quickly and strengthen future editions. The notes below outline a simple, respectful way to provide feedback that has real impact.

Principles (inspired by peer-review best practice)

- **Constructive, not critical:** Aim to improve the material, not the people.
- **Evidence-based:** Point to the exact text and slide so we can verify and act.
- **Balanced:** Note what works well as well as what needs correction—this context helps us preserve strengths while fixing issues.
- **Clear and concise:** Short, specific observations are faster to implement than broad judgments.

What to include in each comment (the “REVIEW” checklist)

R — Read thoroughly: Confirm the issue is not context-dependent or clarified later.

E — Evaluate type: Is it **Grammar, Punctuation, Capitalisation, Terminology (EASA/UK), Numbers & Units, Formatting/Typo, or Cross-reference?**

V — Verify source/standard: If relevant, note the rule (e.g., UK English, EASA term usage, SI units).

I — Identify location: Slide number, text box/shape (title/body), and the exact phrase (copy/paste a short excerpt).

E — Explain impact: Clarity issue? Regulatory terminology? Risk of misinterpretation?

W — Write a fix: Provide a suggested correction or preferred phrasing.

Comment template (please paste per issue)

- **Slide:** 47 | **Location:** Bullet 3 (body)
- **Issue type:** Grammar (duplicate word)
- **Text (excerpt):** “... the the design organisation ...”
- **Suggested fix:** “... the design organisation ...”
- **Impact:** Minor clarity; easy correction

Common categories (to standardise feedback)

- **Grammar & Punctuation:** duplicate words, missing articles, comma/colon spacing, missing space after punctuation.
- **Capitalisation & Style:** “Part 21” (no hyphen), consistent title case vs sentence case.
- **Terminology (EASA/UK English):** organisation, aeroplane, programme; “Type Certificate,” “Design Organisation Approval.”
- **Numbers & Units:** SI spacing and symbols (e.g., “5 700 kg”, “CO₂”, “dB(A)”), en-dash for ranges (2019–2025).
- **Cross-references:** Correct paragraph IDs (e.g., 21.B.85) and form names.
- **Formatting/Typo:** double spaces, OCR artefacts, stray characters.

Helpful examples

- **Generic (low value):** “Many typos throughout.”
- **Actionable (high value):** “Slide 112, body para 2: ‘risk based oversight’ → ‘risk-based oversight’ (house style). Impact: consistency.”
- **Generic:** “Inconsistent CO₂ notation.”

- **Actionable:** “Slide 189, title: ‘CO2’ → ‘CO₂’ (subscript 2). Impact: scientific accuracy and consistency with SI.”

Tone & volume

- Group minor nits from the **same slide** into one comment list; use separate entries for different slides.
- Keep the tone collegial: “Suggest changing...” / “Recommend aligning with UK English...” helps us act faster.

Our commitment (how we respond — “REACT”)

- **Review** your comments promptly and acknowledge receipt.
- **Evaluate** against our house style and regulatory usage.
- **Address** with corrections and track changes for the next release.
- **Communicate** what was changed (and why, if not).
- **Thank** you—every precise comment improves the course for all learners.