

# Comment Writing FAQs

## **How many comments per Item?**

Around six total in the Final Scorebook. Consider the applicant’s key factors and try to select those comments most pertinent and valuable to the applicant.

## **How many sentences should a comment have?**

Most comments will have between two and four sentences. Some comments manage to convey all the necessary information in one sentence – and that’s fine. On the other hand, REALLY try not to exceed four sentences in an Item comment. Long comments may make it harder for the applicant to grasp the main point.

## **How important is correct grammar?**

Correct grammar is a plus, but do not spend extra time on that. Every feedback report undergoes a grammar review by the TNCPE staff. Your most important task is to make sure the facts and analysis are correct.

## **Should I include figure numbers in comments?**

Yes, include figure numbers as well as a title or short description of what is in the figure, e.g., XYZ’s Strategic Plan (Figure 2.1-1).

## **Can I use the applicant’s name in my comments?**

Do NOT use the applicant’s name at consensus – you can use “the applicant,” “the organization,” “the school district,” etc., as appropriate, or any combination of such phrases. Keep in mind that the final report will have every instance of “the applicant” replaced with the actual name, so some variety can be good.