

Photocopy 1

Feedback sheet 1 – Speech evaluation

Name of speaker Title of speech	Comments on speaker's strengths
Did the speaker manage to address the audience, make eye contact with the audience and put across a personal touch?	
Was the the delivery of the speech varied? Were different tones used, the voice raised or lowered and pauses used to get across certain ideas?	
Did the speaker put across some good points or arguments, including emotive or rational argument?	
Did the the speaker present the audience with some challenging ideas, directly or indirectly?	
Was the language used particularly effective in getting ideas across?	
Was the speech easy to follow and logical?	
Was the speech interesting or enjoyable?	

Photocopy 2

Feedback sheet 2 – Speech evaluation

Questions	What I did well	How I could improve in the future
Did I engage well and communicate with my listeners?		
Did I vary my delivery sufficiently?		
Did I get a good argument or some good points across?		
Did I present my audience with some challenging ideas to think about?		
Did I use language in an interesting way?		
Was my speech clear, logical and easy to understand?		
Did the listeners seem to be interested or to enjoy my speech?		

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Formal letter layout

29 Broad Street [own address]

Sheffield

S2 2RP

21 Sept 2003

Councillor Jean Brent [recipient's address]

Sheffield City Hall

S1 2PH

Dear Madam [formal title]

[This first paragraph is your introduction. It states your reason for writing and any essential background information for the reader to make sense of the letter].

[This second paragraph should contain the first major point you wish to communicate to the reader. If the situation you are writing about is fairly simple you may only need to have one paragraph in the main body of your letter. With the Broad Street issue, you will probably have a minimum of two paragraphs in the main body].

[This third paragraph is the second major point you wish to communicate to the reader].

[By the time you reach this fourth paragraph, you should consider drawing your letter to a close. Make sure that you have said everything that needs to be said before you write your conclusion].

[This last paragraph is your conclusion. This should outline the action you require or the outcome you wish to achieve e.g. I hope to hear from you in the near future].

Yours faithfully [appropriate ending]

May Taylor

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Formal letter – Self-evaluation checklist

Checklist	Notes
Has my letter got a suitable layout?	
Is it organised into paragraphs so that it is clear and easy to understand?	
Have I given my reader a complete picture of the issues involved?	
Have I put across a case for speed bumps or other traffic calming strategies?	
<p>Do I have a convincing argument that uses any of the following:</p> <p>Rational argument</p> <p>Emotive argument</p> <p>Emotional guilt</p> <p>Flattery and praise</p> <p>Exaggeration for effect</p> <p>Rhetorical questions</p>	
Have I used/made use of any other rhetorical devices?	