

Proofreading: Speech

Pass your pieces of homework round clockwise and focus each on just one or two aspects. Use different colours in your annotations. If something strikes you as unclear, misleading or incorrect, pencil in changes.

- 1) **Grammatical correctness A.** (*Use our sheet.*) (violet)
 - Are definite and indefinite articles put correctly? (*school = lessons, the school = the building*)
 - Are quantifiers for countable and uncountable nouns used properly?
- 2) **Grammatical correctness B.** (*Use our sheet.*) (orange)
 - Are the tenses correct?
 - Are adverbs used where needed and are they in their right positions?
- 3) **Content** (red)
 - Does this speech address the audience at the beginning, e.g. “Ladies and gentlemen” or informally “Folks, listen to me”?
 - Does this speech deal with the topic in question?
 - Does this speech give reasonable arguments, illustrated with examples?
 - Does this speech build up to a climax and a clear conclusion?
 - Is there a phrase at the end like “Thank you for listening”?
- 4) **Powers of expression** (green)
 - Are the sentences short and snappy?
 - Are linking phrases and rhetorical devices used to good effect? (*Mark each of them with an exclamation mark on the margin!*)
 - Is this piece of writing what you expect of this text type? (*“Tell them” three times, arguments, examples etc.*)

While working, you will observe silence. If anything needs to be said, whisper.

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