| Preparation | ☺ | ☹ |
|---|---|---|
| I have highlighted key words and/or key sentences. | | |
| I have a (brief) concept paper (e.g. flowchart, cause-and-effect-diagram, bullet points, line of argumentation) | | |
| I understood exactly what I have to do in the task. Highlight important aspects: analyse the content/structure, circumstances of the speech, language, grammar, rhetoric, manner of speaking/voice | | |

| Introduction | ☺ | ☹ |
|---|---|---|
| I have stated the overall idea/topic of the text. | | |
| I have a fitting leading question/theme/topic to the exam question. | | |
| I have mentioned<br>- the type of text<br>- headline/title<br>- the author's / speaker's name<br>- the year/date of publication | | |
| Or: I wrote a 'composition' and referred to my introduction in task 1 where I answered the relevant w-questions. | | |
| I have a concise outline of the structure of the text (e.g. 'red ribbon' / train of thought) | | |

| Main Part | ☺ | ☹ |
|---|---|---|
| I used an interesting order in my analysis rather than listing rhetorical devices one after another. | | |
| I used the four-step-method to include all necessary information<br>1. Spot / name the passage<br>2. Use of the correct technical term<br>3. Explain the function<br>4. Prove it with reference | | |
| I used my own words and neutral language. | | |
| I have included all the essential information to answer my leading question and left out irrelevant details. | | |
| I focussed on some of the functions of the speech.<br>1. To establish contact with the audience.<br>2. To place emphasis on certain ideas.<br>3. To present ideas understandably or memorably (illustration, memory aid).<br>4. To convey a certain image of the speaker (self-presentation). | | |
| I have neither used "I" nor expressed my personal opinion or made any comments. | | |

| Conclusion | ☺ | ☹ |
|---|---|---|
| I answered my leading question. | | |
| I briefly point back to important points in my argumentation. | | |
| I did not include new points. | | |

| Final Check | ☺ | ☹ |
|---|---|---|
| I have made sure that I have included the relevant aspects from my notes. | | |
| I have structured my text by writing paragraphs. | | |
| I have connected my ideas and sentences logically by using linking words. | | |
| I have checked my vocabulary/grammar/spelling using a dictionary. | | |