

Los Angeles City College

Dear Associates,

Thanks again for allowing my students to volunteer in your organization. I can't believe time has gone by so quickly.

My student should have kept records with you on the hours they completed. Please return the document of student hours completed on your letterhead or the time sheet I created for my students

I have several other questions I would appreciate your feedback.

- 1) How useful was your volunteer?
- 2) What was the biggest change you saw in their communication with your staff?
- 3) What tasks were my volunteers able to complete that otherwise would not have been completed?
- 4) Would you be interested in additional volunteers in the future?

I look forward to receiving your responses. School term ends on May 30. Please send your response back before then.

Thanks again for opening up your organization to my students. Wishing you a successful future

Sincerely,

Rosalyn Kahn  
Associate Adjunct Faculty  
Instructor Speech 71 & Speech 72 - Los Angeles City College

Name of your LACC Volunteer \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

Person who evaluated &  
Job Title of Person \_\_\_\_\_

Phone number and time they can  
reached \_\_\_\_\_

Email address if applicable. \_\_\_\_\_

Evaluate your volunteer on their English fluency on a scale of 6 to 10. Please use the description for each number to help out.

**Fluency of the Spoken Word**

6	7	8	9	10
6-60% message can be followed			Poor	
7-70% message makes logical sense			Adequate	
8- 80% message is coherent			Good	
9 -90% message may state occasional wrong word			Excellent	
10-100% message is on par to native speaker			Superior	

Additional Comments Critical: **Provide examples to support your statement**

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**Overall Comprehension**

6	7	8	9	10
6- 60% message can be followed			Poor	
7 -70% message makes logical sense			Adequate	
8- 80% message is coherent			Good	
9 -90% message may state occasional wrong word			Excellent	
10-100% message is on par to native speaker			Superior	

Additional Comments Critical: **Provide examples to support your statement**

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2<sup>nd</sup> Evaluation due 5/9

1) How useful was your volunteer?

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2) What was the biggest change you saw in their communication with your staff?

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3) What tasks were my volunteers able to complete that otherwise would not have been completed?

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4) Would you be interested in additional volunteers in the future?

\_\_\_\_\_ Yes          \_\_\_\_\_ No          \_\_\_\_\_ Dependant on needs at the time