Dear Parent/Guardian/Responsible Adult

Your child is undertaking a Calendar Project in ICT at present. The aim of this project is to produce a Calendar using various software. In order to do this the class has been asked to produce a questionnaire to find out what type of calendar people want and need.

With this letter should be your child’s questionnaire. We would be very grateful if you could examine their questionnaire and give them feedback as to the quality and professionalism of their questionnaire. Below is a list of criteria for you to answer.

|  |  |  |  |
| --- | --- | --- | --- |
| Question | Yes | No | Comment |
| Do you think the questionnaire looks professional? |  |  |  |
| Are the questions well spaced out? |  |  |  |
| Is there a question concerning the layout of the calendar? |  |  |  |
| Is there a question concerning special occasions? |  |  |  |
| Is there a question concerning how the user will use the calendar? |  |  |  |
| Is there a question that identifies categories of people? |  |  |  |
| Are there any questions you think they should add? |  |  |  |

You child will be given a chance in their next ICT lesson to improve their questionnaire.

Thank you for your help.

The All Hallows ICT Department

How will you now improve your questionnaire?

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**NOW IMPROVE YOUR QUESTIONNAIRE!**

Mrs Rostron says:

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