

TABLE TOPICS EVALUATION FORM



Speaker No.	Speaker's Name	Subject or Title	Commend	Recommend 1-2 areas with explanation how to do differently & its importance (how could the speaker improve for next time)	Commend
1.					
2.					
3.					
4.					
5.					

6.					
7.					
8.					
9.					
10.					

Possible Comment Points:

- | | | | | |
|---------------|---------------|--------------------------------------|------------------------|------------------------|
| Dress | Eye contact | Use of descriptive language | Spoke to the topic | A speech to remember? |
| Use of pauses | Vocal variety | Addressing the chairman | UMs & AHs | Use of body language |
| Body stance | Sincerity | Timing/Duration of speech | Use of humour | Control of nervousness |
| | | Structure: opening, body, conclusion | Handling interjections | |