

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	