

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
Use of pauses
Body stance

Eye contact
Vocal variety
Sincerity

Use of descriptive language
Addressing the chairman
Timing/Duration of speech
Structure: opening, body,
conclusion

Spoke to the topic
UMs & AHs
Use of humour

Handling interjections

A speech to remember?
Use of body language
Control of nervousness