

TABLE TOPICS EVALUATION FORM



Table Topics Master _____ Theme _____

| 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. | | | | | |

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| 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 | |