

Speaker's name		
Recommendations		
- Topic		
- Opening and close		
- Eye contact		
- Hands		
- Voice		
- Speaking speed		
- Speech structure		

Topic – was the stance relaxed and balanced?

Eye contact – did the speaker look directly at member of the audience?

Hands- were the hands open and relaxed? Or clasped together, clenched or behind the back?

Gestures- were the finger, hands and arms used for emphasis and clarification?

Diction- were the words pronounced clearly and distinctly?

Voice colour-was the tone melodious and varied?

Voice volume- was there variety with louder and softer volume contrasting the normal?

Speaking speed-was there variety, including pauses for emphasis?

Opening and conclusion-was the opening attention grabbing and the conclusion effective?

Speech structure-was there a clear beginning, middle and end.