**Grid**

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| ss | NO | IN  PARTS | YES |
| **Self- introduction:** Name, job, skill etc |  |  |  |
| **Clarity:** use simple language, no jargon or technical term |  |  |  |
| **Conciseness:** The speech is concise and focused |  |  |  |
| **Purpose:** state any purposes and goal |  |  |  |
| **Key message:** one or two main points for the audience to remember |  |  |  |

Chen

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| --- | --- | --- | --- |
|  | NO | IN  PARTS | YES |
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Veak

|  |  |  |  |
| --- | --- | --- | --- |
|  | NO | IN  PARTS | YES |
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