



Speakers, Publishers & Authors Association

## SPEAKING REQUEST / EVALUATION FORM

NAME: \_\_\_\_\_

TOPIC: \_\_\_\_\_

CHAPTER: \_\_\_\_\_

DATE: \_\_\_\_\_

CRITERIA	Excellent	Good	Average	Overall	Comments
Appearance, Poise & Posture					
Appropriate Gestures, Eye Contact					
Voice Projection, Volume, Fluency & Control					
Use of Language					
Speech Patterns					
Total Time					

\* Explain to the evaluators/presenters, what is to be evaluated and what the criteria mean, i.e. "Speech Patterns," etc.

Excellent = Flawless without Errors

Good = A Few Flaws

Average = Needs Improvement