

<b>Type</b>	Inform/Educate	Inspire/Motivate/Persuade	Entertain/Humorous
<b>Focus</b>	Content	Structure	Presentation

<b>Commend</b> ✓	(Examples – demo)
	<b>1 Write down any aspects that you thought were done well, and note where it occurred with an example phrase.</b>
	2
	3
	4
	5
	6

<b>Recommend</b> ✗	(Examples – demo)
	<b>1 Write down any aspects that you think could be improved, and note where it occurred with an example phrase. When presenting the evaluation make sure to demonstrate how you think it could be done better.</b>
	2
	3
	4
	5

<b>Summary</b>	<b>Name: Write the speakers name in immediately</b>
	<b>Title: Write in immediately</b>
	<b>Type: See top of sheet</b>
	<b>Introduction: Acknowledge chair, members &amp; speaker. Refer to the type/s of speech you think it is. Say what you liked about the speech and presentation generally</b>
<b>Keywords</b>	<b>(Tutorial – Go Slow, Go Tight.) Remember to speak to the audience as well.</b>
✓	<b>1. Select 2 of the most significant commendations and create a keyword for each that will be easy to remember and write them in the Keyword LHS column.</b>
✓	<b>2. Note a phrase and minimal aspects of the keyword/point in these fields</b>
✓	<b>3.</b>

✗	1. <b>Select 2 of the most significant recommendations and create a keyword for each that will be easy to remember and write them in the Keyword LHS column.</b>
✗	2.
✓	1. <b>Select the one top commendations and create a keyword for it that will be easy to remember and write them in the Keyword LHSS column.</b>
	<b>Conclusion: Speak about something that is relevant and significant about this speaker and finish positively. Avoid cliché endings such as, “and I look forward to your next speech.”</b>