

Date:..... | Speaker's Name:..... | Event:.....

PURPOSE OF THE PRESENTATION/ SPEECH

What did the speaker want the audience to **know**, **understand**, **believe** or **do** after their presentation/ speech?

What was the **theme** of the presentation/ speech?

List the **3 main points** in the presentation/ speech:

1.

2.

3.

What words or phrases were **repeated** often?

1.

2.

3.

SIGNPOSTS:

What words or phrases were **stressed** most often?

1.

2.

3.

Structure: How would you draw the presentation/ speech **structure**?

SPEAKER'S STYLE (SELECT ONE)

Informing

Motivating

Advocating

Persuading

Inspiring

Entertaining

LANGUAGE (SELECT ONE)

Short sentences

Short words

Common words

PACE (SELECT ONE)

About right

Too fast

Too slow

VISUAL AIDS (SELECT ONE)

Text heavy

Graphic rich

Props

YOUR COMMENTS

