

# Client Speech Analysis Checklist

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Rankings: E = Excellent, VG = Very Good, G = Good, F = Fair

| <b>Criteria</b>      | <b>E</b> | <b>VG</b> | <b>G</b> | <b>F</b> |
|----------------------|----------|-----------|----------|----------|
| Organization         |          |           |          |          |
| Introduction         |          |           |          |          |
| Main Points          |          |           |          |          |
| Conclusion           |          |           |          |          |
| Supporting Materials |          |           |          |          |
| Language             |          |           |          |          |
| Topic Quality        |          |           |          |          |
| Preparedness         |          |           |          |          |