

Client Speech Evaluation Checklist

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

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