

Guest Speaker Speech Analysis Checklist

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

Criteria	E	VG	G	F
Too Many Bullet Points				
Too Much Text in Slide				
Font Too Small				
Font Hard to Read				
Upper Case Text in Slide				
Slide Too Complicated				
Slide Colors Not Matching				
Slide Objects Misaligned				
Excessive Use of Animation in Slide				
Excessive Use of Sounds in Slide				
Slide Graph Too Complicated				