

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 | | | | |