

# Keynote Speaker Speech Evaluation 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> |
|-------------------------------------|----------|-----------|----------|----------|
| 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         |          |           |          |          |