

Week 1:**Special Focus on Time:**

Duration of talk [time limit]	very short	short	just right	long	very long
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Special Focus on Content:

Technical content accuracy	No	NI	E	VE	O!
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Special Focus on Questions:

Ability of field questions	No	NI	E	VE	O!
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Week 2:**Special Focus on Delivery:**

Distracting movement	pacing	swaying	none	bobbing	bouncing
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Special Focus on Introduction:

Lead with attention getter [creativity a plus]	No	NI	E	VE	O!
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Special Focus on Introduction:

Previewed main points	No	NI	E	VE	O!
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Week 3:**Special Focus on Introduction:**

Clearly stated Purpose	No	NI	E	VE	O!
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Special Focus on Introduction:

Motivated talk [why subject is important]	No	NI	E	VE	O!
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Special Focus on Body content/arrangement:

Logical/simple organizational pattern	No	NI	E	VE	O!
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Week 4:**Special Focus on Body content/arrangement:**

Define jargon- use appropriate level of language	No	NI	E	VE	O!
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Special Focus on Body content/arrangement:

Numerical Rich	No	NI	E	VE	O!
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Special Focus on Body content/arrangement:

Results Oriented	No	NI	E	VE	O!
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Week 5:**Special Focus on Conclusion:**

Restate Main Ideas	No	NI	E	VE	O!
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Special Focus on Conclusion:

Create sense of completeness	No	NI	E	VE	O!
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Special Focus on Visual Aids:

Looking at board too much [back turned to Audience]	No	NI	E	VE	O!
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