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| --- | --- | --- |
| **Speaker:** | **Venue:** | **Date:** |
| **Title of speech:** | | **Target time:**  minutes |
| **Audience envisaged – Club audience or other (specify below):** | | |
| **Capacity in which you are speaking – Ordinary member or other (specify below):** | | |
| **Broad purpose – Select only one:**   |  |  |  |  | | --- | --- | --- | --- | |  | Inform |  | Entertain | |  | Persuade |  | Pay tribute | | | |
| **Specified objective:** An effective speech will change the audience in some way. In keeping with your broad purpose, write down the way you want your audience to be changed. E.g. “The audience will be better informed about or more persuaded that etc.” | | |
| **ASC skill assignment/s being attempted (if any):** | | |
| **Will you take questions at the end?**   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | | |
| **Comments for your evaluator (if any):** | | |

NOTE: A speech that satisfies its objective is a successful speech. Therefore the audience will judge the speech against the objective you have specified. In addition, the evaluator will comment on speaking skills employed and other factors as appropriate. Where an ASC assignment is attempted, the evaluator will indicate if you have passed. Where questions are taken, speech timing will not include them, but the evaluator will comment on how well you handled them.

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**Did the speaker achieve the specified objective? YES / NO**

**Did the speaker pass the given skill assignment/s? YES / NO**

Chair: ................................................. Signature: .........................................................