

Dear SpeakEasy™ Guests,

This is a voluntary questionnaire and evaluation sheet. Please feel free to fill out as much or as little of it as you wish. There are two parts: 1)  scoring guide for evaluating the individual presentations today (this side of the page); 2)  space for your comments and suggestions about the course and the company (other side of the page).

Here is a scoring guide for the presentations, divided into 3 features. Beneath it is a list of the presenters and their topics, with 3 columns for your evaluations. If you do not understand German, judge the “language” part by the translation

score	Content	Language	Delivery/Accessories
6	Covered the content so capably that no questions were necessary, and even added unexpected but relevant content.	Language always carefully organized. The presentation had a clear structure (maybe used speech devices to indicate transitions. Used technical language where needed.	Speaking (reference to notes is OK) predominates over reading directly from printed text. Included emotions. Firm voice, graceful bearing. Used some sort of “attention getter/keeper” (prop, gesture)
5	ALMOST 6	ALMOST 6	ALMOST 6
4	Covered the content adequately enough that only a few questions were necessary, and only about secondary matters.	Language always comprehensible, except for a few details. Sentences, when accurate, tend to be simple, with notable influence of native language on structure and idiom.	If speaking with only periodic references to notes, there was considerable hesitation or insecurity. If reading from printed text, did so with frequently natural intonation.
3	ALMOST 4	ALMOST 4	ALMOST 4
2	Failed to address some major areas of the topic; paid too much attention to unimportant content.	Frequent incomprehensible passages / clearly incorrect vocabulary. Structural distortions even in simple sentences.	If speaking from brief notes, the presentation was very awkward, sometimes even painful. If reading from text, stumbled frequently and spoke only slowly.
1			

presenter / topic	Content	Language	Delivery/Accessories
Crystal Drake: description & history of SpeakEasy™			
Julia Jacyno: construction of SpeakEasy™ lists			
Monire Raffei: manufacture of lists (laminating, etc.)			
Tiffany Bell: marketing and sale			
Amrina Sugaipova: Product Dramatization			
Emir Smajlovic: Adding new languages			
Jennifer Dunstant: The future of the company			
Diana Pickering: new product - calendars			
Daniel Gray : new product - watches			

Please give us your comments and advice about:

SpeakEasy™ as a COMPANY: the idea, the organization, problems, solutions

SpeakEasy™ PRODUCTS; the existing ones, ideas for new ones

Today's SpeakEasy™ Exposition: did we leave out something? ideas for better preparation and presentation?

SpeakEasy™ as the COURSE German 320

Other comments?