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| 題目： |  |
| 作者： |  |
| 摘要： | |

Seminar Evaluation

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| 編號 | 評分內容要項 | Excellent | Good | Satisfied | Not Satisfied |
| 1 | 演講時口齒是否清晰 | □ | □ | □ | □ |
| 2 | 演講時態度是否從容大方 | □ | □ | □ | □ |
| 3 | 演講時是否充滿自信 | □ | □ | □ | □ |
| 4 | 演講時意思是否表達明確 | □ | □ | □ | □ |
| 5 | 演講時神態是否能抓得住聽眾的注意力 | □ | □ | □ | □ |
| 6 | 演講時服裝儀容是否得宜 | □ | □ | □ | □ |
| 7 | 演講時對內容是否準備充分 | □ | □ | □ | □ |
| 8 | 演講時是否善於運用視聽媒體 | □ | □ | □ | □ |
| 9 | 演講時聲調是否適中 | □ | □ | □ | □ |
| 10 | 演講時能否適切回答聽眾的問題 | □ | □ | □ | □ |
| 11 | 演講時是否能把握重點 | □ | □ | □ | □ |
| 12 | 演講是否在要求時間內完成 | □ | □ | □ | □ |

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| ~總評語~ |

總評人簽名: