

RATING OF ORAL PRESENTATIONS Use of the SPEAKER Index

Papers given at scientific meetings, if evaluated at all by listeners, are evaluated subjectively and by impression rather than objectively and by reference to specific criteria. Use of the SPEAKER Index will encourage systematic and objective evaluation of oral presentations. The Index is a 5-point scale that can be used to rate presentations according to well-accepted characteristics of good speaking.

The Index is based on the easily memorised acronym, SPEAKER. The letters of the acronym are the initial letters of seven primary characteristics of good speaking, listed below in part 1. Each primary characteristic comprises numerous secondary characteristics, which are listed in part 2 (overleaf).

Part 1 permits an assessor to derive a rating based on the overall evaluation of the primary characteristics; it is the minimum that should be completed. Part 2 serves two purposes: to identify the many secondary characteristics that should be considered before the primary characteristics are evaluated, and to permit an optional but more comprehensive rating to be completed, based on the complete set of secondary characteristics. The SPEAKER Index may be derived from calculating the mean score in part 1, preferably with close attention to part 2.

Part 1: Rating of primary performance characteristics

Characteristic	Rating*					Name: _____
	1	2	3	4	5	
	(low)				(high)	Topic: _____
						Date: _____
Speaking ability ..						
Personality of speaker ..						
English usage ..						
Audience-speaker relationship ..						
Knowledge and content ..						
Environmental management ..						
Related material ..						
Mean score _____						

*Scoring instruction: Align with each characteristic a point in the column under the rating scored for that particular characteristic. Join each point with a line to gain an indication of the general pattern. Finally, determine mean score.

Please turn over ...

Part 2: Listing and rating of secondary performance characteristics

Characteristic	Rating					Characteristic	Rating				
	1	2	3	4	5		1	2	3	4	5
	(low)				(high)						(high)
<i>Speaking ability</i>						<i>Audience-speaker relationship</i>					
Adeptness						Rapport with audience					
Naturalness						Eye contact					
Spontaneity						Satisfaction of audience needs					
Articulation						Audience interest					
Pronunciation						Encouragement of audience participation					
Volume						Management of questions					
Pitch						<i>Knowledge and content</i>					
Tone						Depth					
Rate						Factualness					
Rhythm (incl pauses)						Documentation					
Emphasis						Validity					
Animation						Importance					
Gesticulation						Interest					
Ad libbing						Logic					
<i>Personality of speaker</i>						Structure					
Dress						<i>Environmental management</i>					
Confident						Command of space (stance, posture, mannerism)					
Prepared						Control of:					
Organised						Acoustics					
Interested						Lighting					
Enthusiastic						Projector, etc					
Friendly						Screen					
Courteous						Seating					
Relaxed						<i>Related material</i>					
Sincere						Visuals:					
Inspiring						quality					
<i>English language usage</i>						quantity					
Informal						Audio					
Direct						Exhibits, etc					
Plain											
Familiar											
Personal											
Precise											
Concise											
Correct											
Variety											
Mean score _____						Mean score _____					
						Overall mean score: _____					

The two-part SPEAKER Index. The two-part format and restriction to two sides of a single sheet should make for simplicity and ease of handling during use.

rated individually, but users of the Index may find part 2 more helpful in identifying the more detailed characteristics that should be taken into account when the primary characteristics are being rated. Part 2 therefore serves as a reference as well as a detailed base for evaluation.

Comment

The SPEAKER Index was developed as an instructional device for use in a course on communication skills. Its chief value lies in inculcating the habit, among those learning communication skills, of evaluating oral presentations by specific objective criteria in preference to an anecdotal impression. I hope, however, that the easily memorised acronym of the SPEAKER Index will also facilitate its more general

use by doctors both in evaluating more accurately the presentations they attend and in serving as an aide-memoire when they prepare their own presentations.

¹ Kraft, A R, *et al*, *Journal of Surgical Research*, 1976, 20, 376.

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Vancouver style

All manuscripts submitted to the *BMJ* from now on should conform to the uniform requirements for manuscripts submitted to biomedical journals (known as the Vancouver style).

The *BMJ*, together with many other international biomedical journals, has agreed to accept articles prepared in accordance with the Vancouver style and will be introducing the system from January 1980. The style (described in full in *BMJ*, 24 February, p 532) is intended to standardise requirements for authors and covers text format, presentation of methods and results, use of SI units, and the form of tables and illustrations. All the participating journals have also agreed to introduce a standard form of references.

In future references to papers submitted to the *BMJ* should include: the names of all authors if there are fewer than seven or, if there are more, the first three followed by *et al*; the title of journal articles or book chapters; the titles of journals abbreviated

according to the style of *Index Medicus*; and the first and final page numbers of the article or chapter.

Examples of common forms of references are:

- ¹ International Steering Committee of Medical Editors. Uniform requirements for manuscripts submitted to biomedical journals. *Br Med J* 1979;1:532-5.
- ² Soter NA, Wasserman SI, Austen KF. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976;294:687-90.
- ³ Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic physiology: mechanisms of disease*. Philadelphia: W B Saunders, 1974:457-72.

Up to the beginning of October some 100 journals had agreed to accept articles in the Vancouver style, and a full list will be printed early in 1980:

17-21 March, Edinburgh, are available from the post-graduate dean, Edinburgh Postgraduate Board for Medicine, Pfizer Foundation, Hill Square, Edinburgh EH8 9DR.

Fourth International Meeting on Digestive Surgery—28 January-1 February, Oporto. Details from Mário Blanco Peres, A/C Ferraz, Lynce, LDA, R Gon Cristóvão 116-3, 4000 Porto, Portugal.

"Participation with mentally handicapped people"—Workshop organised by the King's Fund Centre and Campaign for the Mentally Handicapped, 31 January, London. Details from Marian Elsdon, King's Fund Centre, 126 Albert Street, London NW1 7NF.

British Association for the Study and Prevention of Child Abuse and Neglect—Discussion meeting on "The boundaries of child abuse," 2 March, London. Details from Mr John Pickett, 30 Bankfield Lane, Norden, Rochdale OL11 5RS.

First Congress of the SA Medical Ultrasound Society—14-16 March 1980, Johannesburg. Details from the society, PO Box 6705, Johannesburg 2000, South Africa.

Centre for Medical Education—Details of courses "Medical education—an overview," 17-21 March; "Medical education," 17 March-11 April and 8 September-3 October; and "Assessment in medical education," 8-12 September, Dundee, are available from Professor R M Harden, University Centre for Medical Education, Dundee DD1 4HN. (Tel 0382 23181 ext 617 and 0382 60111 ext 2286.)

XXVI Annual Meeting of the International Committee on Thrombosis and Haemostasis—14-16 August 1980, Cambridge, Mass. Details from Dr E W Salzman, Department of Surgery, Beth Israel Hospital, 330 Brookline Avenue, Boston, Massachusetts 02215, USA, and Dr H R Roberts, Department of Pathology, University of North Carolina at Chapel Hill, Preclinical Education Building 228-H, Chapel Hill, North Carolina 27514, USA.

VII International Conference on Oral Surgery—23-26 June 1980, Dublin. Details from the secretariat of the conference, 12 Pembroke Park, Dublin 4, Ireland. Deadline for receipt of abstracts 18 January.

VIII International Histochemistry and Cytochemistry Congress—17-22 August 1980, Brighton. Details from the congress secretariat, Royal Microscopical Society, 37-38 St Clements, Oxford OX4 1AJ.

XIth World Congress of Angiology—Organised by the Hellenic Angiology Society and the Hellenic Committee on Thromboembolism, 7-12 September 1980, Athens. Details from the secretariat of the congress, 17 Sisini, Athens 612, Greece.

University of Aberdeen—Details of the 1980 correspondence course in health economics are now available from Mrs I Tudhope, University of Aberdeen, Health Economics Research Unit, Foresterhill, Aberdeen AB9 2ZD. (Tel 0224 81818.) Closing date for applications 31 January 1980.

SOCIETIES AND LECTURES

For attending lectures marked * a fee is charged or a ticket is required. Applications should be made first to the institutions concerned.

Monday, 3 December

INSTITUTE OF DERMATOLOGY—4.30 pm, Dr R Pye: The physiology of the sebaceous gland.

Wednesday, 5 December

INSTITUTE OF ORTHOPAEDICS—6 pm, Dr I D Adams: Sports injuries. 7 pm, Mr G L W Bonney: Iatrogenic trauma.

INSTITUTE OF PSYCHIATRY—5.30 pm, Dr P J Noble: Legislation and mental health.

LIVER UNIT, KING'S COLLEGE HOSPITAL—5 pm, Dr L Lansky (Kansas): Update on Reye's syndrome.

ROYAL COLLEGE OF PHYSICIANS OF LONDON—6 pm, FitzPatrick lecture by Dr C C Booth: Clinical science in the age of reason.

ROYAL COLLEGE OF SURGEONS OF ENGLAND—5 pm, Arris and Gale lecture by Mr J R G Edwards: Correlation of clinical and quantitative laboratory observations on cleft lip and palate.

ROYAL FREE HOSPITAL SCHOOL OF MEDICINE—5 pm, Dr J D Maxwell: Metabolic and hepatic aspects of jejuno ileal by-pass.

Thursday, 6 December

INSTITUTE OF NEUROLOGY—5.30 pm, Dr Howard Fields (San Francisco): The neural basis of placebo analgesia.

INSTITUTE OF LARYNGOLOGY AND OTOTOLOGY—At Royal College of Surgeons of England, 5.30 pm, Professor P M Stell: Adenoidectomy—a critical analysis.

ROYAL COLLEGE OF SURGEONS OF ENGLAND—5.30 pm, otolaryngology lecture by Professor P M Stell: Adenoidectomy—a critical analysis.

ST MARY'S HOSPITAL MEDICAL SCHOOL—5.15 pm, Aleck Bourne lecture by Dr S P Lock: Medical paper writing.

INSTITUTE OF LARYNGOLOGY AND OTOTOLOGY—5.30 pm, Mr W P R Gibson: The diagnosis of acoustic neuroma.

Friday, 7 December

ROYAL COLLEGE OF SURGEONS OF ENGLAND—At University College London, 5 pm, Hunterian lecture by Professor Arnold Levene: The natural history and comparative pathology of the blue naevus.

SOCIETY OF COMMUNITY MEDICINE OPEN LECTURE—At London School of Hygiene and Tropical Medicine, 6 pm, Christopher Kershaw memorial lecture by Dr M C O Bax: Priorities of child health care in the 1980s.

BMA NOTICES

Central Meetings

	DECEMBER
4 Tues	Scottish General Medical Services Committee (7 Drumshugh Gardens, Edinburgh EH3 7QP), 10.30 am.
4 Tues	Journal Committee, 3.30 pm.
5 Wed	Armed Forces Committee, 10.30 am.
6 Thurs	Central Committee for Hospital Medical Services, 10 am.
6 Thurs	General Purposes Subcommittee (GMSC), 10.30 am.
12 Wed	BMA Council Executive Committee, 10 am.
13 Thurs	General Purposes Subcommittee (CCHMS), 10 am.
19 Wed	Negotiating Subcommittee (CCHMS), 10 am.
20 Thurs	General Medical Services Committee, 10 am.

Division Meetings

Members proposing to attend meetings marked * are asked to notify in advance the honorary secretary concerned.

Aldershot and Farnham—At Farnham Hospital, Thursday, 6 December, 8.15 pm, wine tasting.* (Guests invited.)

Birmingham—At Birmingham Maternity Hospital, Wednesday, 5 December, 7.15 pm, wine and cheese, 8.15 pm, Dr K P Duncan: "The setting of standards in occupational health."*

Coventry—At Coventry and Warwickshire Postgraduate Centre, Tuesday, 4 December, 7.30 for 8 pm, dinner, speaker Dr Robert Haworth: "Lifeboat doctors."* (Guests invited.)

Dewsbury—At 83 Chevet Lane, Wakefield, Friday, 7 December, 8 for 8.30 pm, Indian evening by invitation of the chairman.*

Durham—At Dryburn Hospital, Monday, 3 December, 8.30 pm, Mr James Lang: "Physiologus—the medieval bestiary." (Preceded by buffet supper, 7 for 7.30 pm.)*

Enfield—At Enfield District Hospital, Thursday, 6 December, 8 pm, agm.

Fife—At Station Hotel, Kirkcaldy, Thursday, 6 December, 7 for 7.30 pm, dinner/lecture, speaker Dr W S Hillis: "Immediate care of myocardial infarction."*

Forth Valley—At Riverways Restaurant, Stirling, Friday, 7 December, 8 for 8.30 pm, annual dinner dance.*

Furness—At Damson Dene Country Hotel, Lyth Valley, Friday, 7 December, 7.30 for 8 pm, annual dinner dance.* (Guests are welcome.)

Greenwich and Bexley—At Greenwich District Hospital, Tuesday, 4 December, evening clinical meeting.*

Grimsby—At Winter Gardens, Cleethorpes, Thursday, 6 December, 8 pm, annual BMA ball.*

Halifax—At Royal Halifax Infirmary, Wednesday, 5 December, 7.30 for 8 pm, lecture by Dr David Adshead on his visit to China.*

Harrow—At Harrow Hospital, Tuesday, 4 December, 7.30 pm, social evening, buffet supper followed by talk by Dr F Hicks: "Overland to Australia."* (Guests invited.)

Lanarkshire—At Hairmyres Hospital, East Kilbride, Sunday, 2 December, 10.30 am, symposium on "Ischaemic heart disease."*

Lothian—At BMA Scottish House, Friday, 7 December, 8 pm, wine tasting evening.*

North Birmingham, Lichfield, and Tamworth—At George Hotel, Lichfield, Thursday, 6 December, 7 for 7.30 pm, Mr F Goodwin: "Arabian nights—and days."* (Fork buffet, guests welcome.)

Nottingham—At City Hospital, Tuesday, 4 December, 7.30 pm, Dr John Dawson talking about the new BMA Medical Ethics Handbook.

Rochdale—At Rochdale Infirmary, Friday, 7 December, 7.30 for 8 pm, annual dinner.*

Scunthorpe—At Lansdowne House, Althorpe, Thursday, 6 December, 8 for 8.30 pm, annual dinner dance.*

South Bedfordshire—At Winston Churchill Inn, Dunstable, Thursday, 6 December, 8 pm, supper followed by agm.*

South Middlesex—At Ashford Hospital, Monday, 3 December, 8 pm, meeting to discuss divisional boundaries, followed by agm.

Wakefield—At Kings Croft Country Club, Pontefract, Thursday, 6 December, 7.30 for 8 pm, dinner-lecture, speaker Mr J Goodchild: "Adam Jessop, FRCS, Castleford's first surgeon."* (Guests are invited.)

Wigtown—At Judge's Keep Hotel, Friday, 7 December, 7 for 7.30 pm, combined meeting with PE teachers and Rugby Club, speakers Mr Donald McLeod and Mr R W Smith: "Injury—avoidable or unavoidable?"

Woking and Chertsey—At St Peter's Hospital, Wednesday, 5 December, 8.30 pm, general business meeting.

Worcester and Bromsgrove—At Kidderminster General Hospital, Thursday, 6 December, 7.30 pm, buffet supper, business meeting, and film.

Instructions to authors

The following are the minimum requirements for manuscripts submitted for publication.

A stamped addressed envelope or an international reply coupon *must* accompany the manuscript if acknowledgment of its receipt is desired.

(1) **Typing** should be on one side of the paper, with double or triple spacing between the lines and 5-cm margins at the top and left-hand side of the sheet.

(2) **Two copies** (or preferably three) should be submitted.

(3) **Spelling** should conform to that of *Chambers Twentieth Century Dictionary*.

(4) **References** must be in the Vancouver style (*BMJ*, 24 February, p 532) and their accuracy checked before submission.

(5) **SI units** are used for scientific measurements. In the text they should be followed by traditional units in parentheses. In tables and illustrations values are given only in SI units, but a conversion factor must be supplied. For general guidance on the International System of Units, and some useful conversion factors, see *The SI for the Health Professions* (WHO, 1977).

(6) **Authors** should give their names and initials, their current appointments, and not more than two degrees or diplomas. Each author must sign the covering letter as evidence of consent to publication.

(7) **Letters to the Editor** submitted for publication must be signed personally by all the authors.

(8) **Acknowledgments** will *not* be sent unless a stamped addressed envelope or an international reply coupon is enclosed.

(9) **Detailed instructions** are given in the *BMJ* dated 6 January 1979 (p 6).

UNIVERSITIES AND COLLEGES

ROYAL COLLEGE OF SURGEONS OF EDINBURGH

At a meeting of the council of the college held on 16 November, the following were admitted to the fellowship—A S Damle, M A T Jonker, S C Paul.

ROYAL COLLEGE OF PATHOLOGISTS

At the annual general meeting of the college held on 13 November with the president, Professor J R Anderson, in the chair, the following were elected honorary officers for the forthcoming year—Professor J R Anderson (president), Professor R C Curran, Dr B C Morson, Dr A A Sharp (vice-presidents), Professor J R Tighe (registrar), Professor F V Flynn (treasurer), Professor Rosalinde Hurley (assistant registrar). The following were elected members of council by postal ballot—Professor D B Brewer, Professor G C Jenkins, and Professor J D Williams.

CONSULTANT APPOINTMENTS

LEICESTERSHIRE AHA(T)—Dr J B Cookson (physician with an interest in chest diseases); Mr J H Sandford-Smith (ophthalmologist); Dr R Kohn, Dr M J Wellstood Eason (anaesthetists); Professor G Smith (honorary consultant anaesthetist); Dr V E Mitchell (haematologist); Dr A C B Wicks (physician).

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