

INSTRUCTOR: SPEECH EVALUATION FORM⁷

Speaker _____

Rating Scale to be used: (5) Excellent; (4) Good; (3) Average – met basic criteria; (2) Needs improvement; (1) Poor; (0) Missing.

<p>INTRODUCTION:</p> <p>_____ Gained the attention and the interest of the audience</p> <p>_____ Clearly introduced the topic and related it to the audience</p> <p>_____ Established credibility</p> <p>_____ Gave complete and clear overview</p> <p>BODY OF THE SPEECH:</p> <p>_____ Main points were distinguished from each other and clearly supported the central idea</p> <p>_____ Main points were well organized and balanced</p> <p>_____ Supporting information is researched and insightful</p> <p>_____ Language was clear, accurate, and appropriate</p> <p>_____ Clear and effective connective and transition words</p> <p>CONCLUSION:</p> <p>_____ Clear and complete summary</p> <p>_____ Established a clear mood</p> <p>_____ Conveyed a sense of completeness</p>	<p>DELIVERY:</p> <p>_____ Began and concluded the speech without rushing</p> <p>_____ Maintained strong eye contact with audience</p> <p>_____ Avoided distracting mannerisms either verbal or nonverbal</p> <p>_____ Voice and body were used to create meaning</p> <p>_____ Used vocal variety of rate, pitch, volume, and quality to create variety and mood and impact</p> <p>_____ Communicated personal intensity and enthusiasm for the topic and audience</p> <p>OVERALL IMPRESSIONS:</p> <p>_____ Met requirements of the assignment (informative, persuasive, use of visual aid)</p> <p>_____ Topic and presentation was a challenge to this audience</p>
<p>COMMENTS:</p> 	
<p>Time: _____</p> <p>Grade: _____</p> <p>Less points for over/under/late: _____</p> <p>Final grade: _____</p>	<p><i>Note:</i> Your speech grade will be reduced 3 points for every 15 seconds of over-time or under-time allotted for each speech.</p> <p><i>Practice! Practice! Practice!</i></p>