

Grading Sheet for Speech #1
Self-Introduction Evaluation

Name: _____ Topic: _____

Criteria	Rating					Evaluation Criteria
	5=Excellent	4=Good	3=Average	2=Fair	1=Poor	
Content						
Topic						
Clear	5	4	3	2	1	Was the topic clear to the audience?
Worthwhile	5	4	3	2	1	Was the topic interesting to the audience?
Appropriate	5	4	3	2	1	Was the speech adapted to the occasion and the audience?
Organization						
Introduction						
Gets attention	5	4	3	2	1	Does the introduction get the audience's attention, provide a thesis statement, establish the importance of the topic to the audience, enhance the speaker's credibility and provide the audience a road map of the main ideas of the speech?
States Topic	5	4	3	2	1	
Establishes importance	5	4	3	2	1	
Establishes speaker credibility	5	4	3	2	1	
Previews key ideas	5	4	3	2	1	
Body						
Limited number of ideas	5	4	3	2	1	Is the speech clearly divided into key ideas? Are the ideas developed using the 4S's? Are transitions between ideas smooth?
Statement of ideas	5	4	3	2	1	
Conclusion						
Summarizes key points	5	4	3	2	1	Are the key ideas of the speech summarized? Did the speaker provide closure? Did the conclusion activate audience response?
Provides clear closure	5	4	3	2	1	
Delivery						
Vocal Delivery						
Rate & pauses	5	4	3	2	1	Did the speaker have effective use of rate, pause, volume, pitch, inflection, voice quality, articulation and pronunciation?
Volume	5	4	3	2	1	
Voice quality	5	4	3	2	1	
Articulation & pronunciation	5	4	3	2	1	
Physical Delivery						
Appearance	5	4	3	2	1	Did the speaker select clothing that was suited for the topic and occasion? What attitudes or feelings did the speaker's posture convey? Confidence? Fear? Were appropriate facial expressions used to reinforce the ideas? Did the speaker establish eye contact with the audience? Did the speaker use movement and gestures to reinforce ideas? Did the speaker use visual aids in a way that enhanced the speech? Did the speaker use notes unobtrusively? Was it evident the speaker had practiced before delivering the speech?
Posture	5	4	3	2	1	
Facial expression	5	4	3	2	1	
Eye contact	5	4	3	2	1	
Movement	5	4	3	2	1	
Gestures	5	4	3	2	1	
Visual aids	5	4	3	2	1	
Use of notes	5	4	3	2	1	
Speech flow	5	4	3	2	1	