

Evaluation Form for Speech # 2

Speaker \_\_\_\_\_

Topic \_\_\_\_\_

**CONTENT** (30 points)

\_\_\_\_\_ **Topic Selection (5)**

Appropriate for demonstration development  
Appropriate for audience

\_\_\_\_\_ **Requirements (10)**

Time Limits (5 to 8 minutes)  
Visual Aids/Demonstration Materials

\_\_\_\_\_ **Support (10)**

Visual aids were appropriate  
Visual aids were used correctly  
Speech utilized sufficient clarifying materials (illustrations, examples, etc.)

\_\_\_\_\_ **Language (5)**

Language was direct and made the speaker's point clearly.  
Words were used appropriately.  
Grammar was appropriate.  
Word pronunciations were correct.  
Language was suitable for the audience.

SCORE \_\_\_\_\_

**ORGANIZATION** (30 points)

\_\_\_\_\_ **Introduction (10)**

Gained audience attention and created interest  
Oriented audience to the speech  
Major ideas were forecast

\_\_\_\_\_ **Body (10)**

Organization was clear and easy to follow  
Transitions provided necessary links between ideas  
Speech utilized appropriate signposts, internal previews, and internal summaries

\_\_\_\_\_ **Conclusion (10)**

Provided a link back to introductory comments  
Provided an idea for the audience to remember  
Summarized the speech content

SCORE \_\_\_\_\_

**DELIVERY** (30 points)

\_\_\_\_\_ **Vocal Elements (10)**

Volume Rate Errors Vocalized Pauses Enthusiasm

\_\_\_\_\_ **Physical Elements (10)**

Posture Movement Gestures Use of Aids

\_\_\_\_\_ **Facial Expression (10)**

Eye Contact  
Animation (Facial expressions helped to convey/ clarify ideas)

SCORE \_\_\_\_\_

**OUTLINE (10 POINTS)** \_\_\_\_\_

**TOTAL SCORE** \_\_\_\_\_